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ABSTRACT

This document is the second volume of a two-volume set of lesson plans that together make up a complete training package for full-service terminal operators. The lesson plans are designed to ensure that a state's National Crime Information Center (NCIC) training program meets Advisory Policy Board standards. (NCIC is a nationwide computerized information system serving local, state, and federal criminal justice agencies.) This volume reviews policies of the 12 "Hot" Files maintained by the NCIC and provides instructions for completing transactions into the files. Separate lesson plans focus on these "Hot" Files: license plate; article; securities; vehicle; boat; gun; wanted person; foreign fugitive; United States secret service protective; bureau of alcohol, tobacco, and firearms violent felon; missing person; and unidentified person. An introductory page to each lesson plan lists title, time allotted, target group, and method of instruction. The lesson plan consists of a statement of goal and objectives, criterion test and test answers, lists of required materials, and the instructional content itself. Certain materials are provided: information sheets, bibliography, overhead transparency masters, and handouts. The instructional part of each lesson plan is divided into 12 parts. Part 1 is an introduction to the importance of the file. Part 2 defines the file for NCIC purposes. The various NCIC transactions are discussed in parts 3-10 (called "the message sections") each of which consists of the following: a purpose section that explains the reason for each transaction; a requirements section that states the specific data needed to perform each transaction; an interpreting responses section that reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted; and a guidelines section that reviews policy issues. Part 11 provides the amount of time the record remains in NCIC. Part 12 highlights the file and reviews critical points. (YLB)

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National Crime Information Center
Mandatory Minimum Standards Curriculum
For
Full Access Terminal Operators

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Volume Two - NCIC "Hot" Files

License Plate
Article
Securities
Vehicle
Boat
Gun
Wanted Person
Foreign Fugitive
United States Secret Service Protective
Bureau Of Alcohol, Tobacco and Firearms Violent Felon
Missing Person
Unidentified Person

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Federal Bureau of Investigation

LICENSE PLATE FILE

NATIONAL CRIME INFORMATION CENTER MANDATORY MINIMUM STANDARDS CURRICULUM FOR FULL ACCESS TERMINAL OPERATORS

COUNTY
CITY
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FIDELITY
BRAVERY
INTEGRITY

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: LICENSE PLATE FILE

TITLE OF INSTRUCTION: THE NCIC LICENSE PLATE FILE

TIME ALLOTTED: FOUR HOURS

TARGET GROUP: FULL ACCESS TERMINAL OPERATORS

INSTRUCTOR:

METHOD OF INSTRUCTION: LECTURE, OVERHEAD TRANSPARENCIES, AND VIDEO TAPE PRESENTATION

DATE: JULY 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

- Vehicle (VF)
- License Plate (LPF)
- Boat (BF)
- Gun (GF)
- Article (AF)
- Securities (SF)
- Wanted Person (WPF)
- Foreign Fugitive (FFF)
- United States Secret Service Protective (SSF)
- Missing Person (MPF)
- Unidentified Person (UPF)
- Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear	- The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.
Cancellation	- The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from a NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC LICENSE PLATE FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC License Plate File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a license plate for NCIC purposes.
2. State the purpose of an NCIC license plate record inquiry, locate, entry, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC license plate record inquiry, locate, entry, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC license plate record inquiry, locate, entry, modification, clear, and cancellation transaction.
5. Describe the policy issues and general information that may affect an NCIC license plate record inquiry, locate, entry, modification, clear, and cancellation transaction.
6. State the retention period for stolen license plate records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of a license plate for NCIC purposes.

2. List the two types of license plate records for NCIC purposes.

INQUIRY SECTION

1. List three occasions when an NCIC license plate record inquiry should be made.

2. Inquiries can be made using __________ and __________.

3. An NCIC vehicle record inquiry will search only stolen vehicle and stolen license plate records.

   a. True
   b. False

LOCATE SECTION

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   a. True
   b. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

ENTRY SECTION

1. For NCIC purposes, partial license plate numbers must not be entered in the NCIC License Plate File, unless the LIC is more than eight characters.

   a. True
   b. False

2. When a license plate has symbols or hyphens used to separate two elements of its numbers, it must be shown in its entirety, properly hyphenated, in the _______________Field.

3. What are the two procedures to follow when only one license plate of a set is stolen?

4. When one character appears over another, $\underset{B}{\underline{A}}$C345, the license plate should be entered as __________.

5. Describe a License Plate File NCIC (NIC) number.

MODIFICATION SECTION

1. The purpose of an NCIC license plate record modification is to _______, ________, or __________________.

2. Any agency may modify a license plate record.

   a. True
   b. False

CLEAR SECTION

1. State when an entering agency would clear a license plate record.

2. The Date of Recovery can be prior to the Date of Theft.

   a. True
   b. False

CANCELLATION SECTION

1. Describe when an agency would cancel a license plate record.

2. Any agency may cancel an NCIC license plate record.

   a. True
   b. False

RETENTION PERIOD SECTION

1. A license plate record remains in NCIC indefinitely or until the entering agency clears or cancels the record.

   a. True
   b. False

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines **a regular license plate as a standard 6- by 12-inch plate issued for use on a passenger automobile and containing no embossed wording/abbreviation/symbol(s) to indicate the license plate is a special issue. All plates other than regular passenger automobile plates are classified as special plates**.

2. The two types of NCIC license plate records are **regular** and **special**.

INQUIRY SECTION

1. NCIC license plate record inquiries should be made on, but not limited to:

   a. **License plates on vehicles routinely stopped by law enforcement officials,**
   b. **License plates observed during the legal search of premises or vehicles,**
   c. **License plates recovered at a crime scene**.

2. Inquiries can be made using **license plate number (LIC)** and **license plate state (LIS)**.

3. **False**. An NCIC vehicle record inquiry will search the License Plate File, the Vehicle File, the Wanted Person File, the Foreign Fugitive File, the U.S. Secret Service Protective File, the ATF Violent Felon File, the Missing Person File, and the supplemental trailer records in the Boat File.

LOCATE SECTION

1. **False**. Before placing a locate, a locating agency must confirm the NCIC record with the entering agency.

2. The **$.L. Message** is the message that indicates to the entering agency that a locate has been placed on their record.

ENTRY SECTION

1. **True**. For NCIC purposes, records for partial license plate numbers must not be entered in the NCIC License Plate File, unless the LIC is more than eight characters.

2. When a license plate has symbols or hyphens used to separate two elements of its numbers, it must be shown in its entirety, properly hyphenated, in the **Miscellaneous** Field.

3. The two procedures to follow when only one license plate of a set is stolen are:

    a. **The entering agency is to be assured that the remaining license plate will not be on a vehicle.**
    b. **A notation of this fact must be placed in the Miscellaneous Field.**

4. When one character appears over another, $\underset{B}{\underline{A}}C345$, the license plate should be entered as **ABC345**.

5. **A unique NCIC (NIC) number begins with the letter "P" and is followed by nine numeric characters.**

MODIFICATION SECTION

1. The purpose of an NCIC license plate record modification is to **add**, **change**, or **delete** information in the NCIC record.

2. **False**. Modification of a license plate record is restricted to the agency that entered the record.

CLEAR SECTION

1. **A license plate record is cleared when the entering agency recovers the license plate or is officially advised that another agency has recovered the license plate.**

2. **False**. The Date of Recovery cannot be prior to the Date of Theft.

CANCELLATION SECTION

1. **A license plate record is canceled when the entering agency determines that the record contains invalid or inaccurate information.**

2. **False**. Only the entering agency may cancel a license plate record.

RETENTION PERIOD SECTION

1. **False**. A stolen license plate record will remain in NCIC for one year after the end of the plate's expiration year or until the record has been cleared or canceled by the entering agency. A nonexpiring stolen license plate record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency.

ITEMS AND MATERIALS

Overhead Transparencies, Overhead Projector, Screen,
VCR, and Monitor
Video Tapes - NCIC "Vehicle File - The Winning Team"
NCIC "Vehicle File for Law Enforcement Officers"

OVERHEAD TRANSPARENCIES (OH):

LPF - OH #1	NCIC LICENSE PLATE FILE
LPF - OH #2	EXAMPLES OF TYPES OF SPECIAL PLATES
LPF - OH #3	INQUIRIES ARE MADE USING
LPF - OH #4	CROSS SEARCH
LPF - OH #5	INQUIRY FOR A STOLEN LICENSE PLATE RECORD
LPF - OH #6	MKE/WANTED PERSON (INQUIRY CONTINUED)
LPF - OH #7	MKE/MISSING PERSON - ENDANGERED (INQUIRY CONTINUED)
LPF - OH #8	LOCATE FOR A STOLEN LICENSE PLATE RECORD
LPF - OH #9	ENTRY OF NCIC LICENSE PLATE RECORD
LPF - OH #10	ENTRY FOR A STOLEN LICENSE PLATE
LPF - OH #11	$.8. ADMINISTRATIVE MESSAGE
LPF - OH #12	EXAMPLES OF LICENSE PLATE SEQUENCES
LPF - OH #13	MODIFICATION FOR A STOLEN LICENSE PLATE RECORD
LPF - OH #14	CLEAR FOR A STOLEN LICENSE PLATE RECORD
LPF - OH #15	CANCELLATION FOR A STOLEN LICENSE PLATE RECORD
LPF - OH #16	RETENTION PERIOD

HANDOUT MATERIALS (HD):

LPF - HD #1 "Time Counts When Felons Flee"
LPF - HD #2 "Real Quick Hits"
LPF - HD #3 "NCIC FILE REFERENCE CARD"
LPF - HD #4 "License Plate Guide," R.L. Polk & Co.

I. INTRODUCTION

THIS FOUR-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC LICENSE PLATE FILE.

As of 1990, there are over 188 million motor-vehicle registrations in the United States. License plates are usually issued with these registrations. Some of these license plates are stolen and subsequently used in the commission of a crime. If the stolen license plate is entered into NCIC, the probability of recovering the license plate is greatly increased.

The NCIC License Plate File, created in 1967, contains records for stolen license plates. As of January 1, 1992, there were 901,270 records entered in the NCIC License Plate File.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC License Plate File. Effective utilization of the NCIC License Plate File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

References

IO - Instructional Objective

OH - Overhead Transparency

HD - Handout Material

OH #1

II. DEFINITION OF A LICENSE PLATE FOR NCIC PURPOSES

IO #1

NCIC defines a regular license plate as a standard 6- by 12-inch plate issued for use on a passenger automobile and containing no embossed wording, abbreviation, or symbol(s) to indicate the license plate is a special issue. All plates other than regular passenger automobile plates are classified as special plates. Examples of types of special license plates are: *

OH #2

Aircraft	U.S. Government Vehicle
Truck	Motorcycle
Trailer	Farm Vehicle
Dune Buggy	Commercial
Bus	Antique

***REFER TO NCIC/STATE CODE MANUAL FOR CODES OF ALL REGULAR LICENSE PLATES AND SPECIAL LICENSE PLATES**

A stolen license plate record may be in the NCIC License Plate File when the license plate number is unique and a theft report is on file.

III. INQUIRY OF NCIC LICENSE PLATE RECORD

A. Purpose IO #2

The purpose of an NCIC license plate record inquiry is to determine if a record is listed in NCIC as stolen. Inquiries should be made on, but are not limited to:

1. License plates on vehicles routinely stopped by law enforcement officials
2. License plates observed during the legal search of premises or vehicles
3. License plates recovered at a crime scene

INSTRUCTOR'S NOTE: USE HANDOUTS #1 & #2 TO ILLUSTRATE ROUTINE TRAFFIC STOP INQUIRY. **HD #1** **HD #2**

B. Requirements

1. To inquire on a stolen license plate record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: IO #3

   OH #3

   a. License plate (LIC) number
   or
   b. LIC and License Plate State (LIS)
   or
   c. NCIC (NIC) number

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses IO #4

An NCIC vehicle record inquiry will cause the NCIC computer to transmit the following responses:

1. Hit or positive response - indicates to the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active NCIC vehicle record(s).
   and

2. Cross Search - An NCIC vehicle record inquiry will automatically search the **License Plate File**, the Vehicle File, the Wanted Person File, the Foreign Fugitive File, the U.S. Secret Service Protective File, the ATF Violent Felon File, the Missing Person File, and the supplemental trailer records in the Boat File. **OH #4** **HD #2**

   or

3. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC license plate record or in any active NCIC records from the cross search.

   or

4. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

INSTRUCTOR'S NOTE: USE HANDOUT #2 TO ILLUSTRATE CROSS SEARCH.

D. Guidelines **IO #5**

1. Policy Issues

   a. Stolen License Plate Record

      1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier(ORI) of each record possibly identical with the license plate in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information.)

2. General Information

a. Stolen License Plate Record

1) When a positive response is received, it is particularly important to compare the date of expiration on the license plate with the NCIC entry before action is taken.
2) An NCIC license plate record inquiry should include the entire sequence of numbers and alphabetic characters regardless of length, as the NCIC computer will do a file search using the last eight characters.
3) License plate inquiries without the license plate state (LIS) will automatically provide any record with the same license plate number. To avoid multiple record matches and limit the scope of search, the inquiry should include the LIS Field.
4) An inquiry containing only license plate data may provide a record response from other NCIC files containing a vehicle identification number (VIN). When this happens, a second computer search is automatically generated on the VIN contained in the record response. *

OH #5
OH #6
OH #7

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

IV. LOCATE OF THE NCIC LICENSE PLATE RECORD

A. Purpose IO #2

The purpose of an NCIC stolen license plate record locate is to indicate that an agency other than the entering agency has recovered the license plate.

B. Requirements IO #3

1. To locate a stolen license plate record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Recovery, and Recovering Agency Case number. OH #8
   or
   b. License plate (LIC) number, OCA, Date of Recovery, and Recovering Agency Case number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC stolen license plate record locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed,
   and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record.
   additionally
3. The $.8. Administrative Message - indicates to the state of registry that a license plate record has been located in a state other than the state of registry. Participants in the $.8. program are all

Canadian agencies, and all states except Idaho and Wyoming.

or

4. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

additionally

5. Other Administrative Message
   a. $.P. (Purge) Administrative Message - indicates to the entering agency that their record has been purged from NCIC. The $.P. administrative message is generated following the NCIC scheduled purges (first Sunday of each month).

INSTRUCTOR'S NOTE: THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED BY ANOTHER AGENCY AND NOT CLEARED BY THE ENTERING AGENCY FROM NCIC.

REFER TO LICENSE PLATE FILE LESSON PLAN "PART IX. CLEAR OF LICENSE PLATE RECORD."

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Stolen License Plate Record

      1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan).
      2) Following confirmation with the entering agency, a locate message must be placed on the recovered license plate record.

2. General Information

   a. Stolen License Plate Record

1) The Date of Recovery cannot be prior to the Date of Theft.
2) If the locating agency is the entering agency, a locate transaction cannot be performed.
3) A record in locate status cannot be modified.
4) The message key translation changes from "STOLEN LICENSE PLATE" to "LOCATED LICENSE PLATE." Then the Date of Recovery, the Recovering Agency ORI, and the Recovering Agency Case number replace the Miscellaneous Field data in the record.

V. ENTRY OF NCIC LICENSE PLATE RECORD

A. Purpose

IO #2

The purpose of an NCIC license plate record entry is to place a stolen license plate record into NCIC making the information available to authorized criminal justice agencies.

1. A stolen license plate record may be entered when a theft report has been made on a uniquely numbered license plate. OH #9 HD #2
2. In a two-plate state where only one plate is reported stolen, the entry is permitted provided the entering agency is assured the remaining plate will not be on a vehicle, and a notation of this fact must be placed in the Miscellaneous Field. *

*** INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE MOTOR VEHICLE REGISTRATION OR STATE CTA FOR POLICY ON REISSUANCE OF LICENSE PLATES THAT HAVE BEEN STOLEN.**

B. Requirements

IO #3

1. Stolen license plate records entered into NCIC must include the following fields:

   a. Message key (MKE) OH #10
   b. Originating Agency Identifier (ORI)
   c. License Plate Number (LIC)
   d. License Plate State (LIS)
   e. License Plate Year of Expiration (LIY)
   f. License Plate Type (LIT) *
   g. Date of Theft (DOT)
   h. Originating Agency Case (OCA) number

*** REFER TO NCIC/STATE CODE MANUAL FOR CODES**

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC license plate record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the license plate record has been successfully entered into NCIC.

or

2. Acknowledgement of NCIC entry and notice of duplicate entry already on file - indicates to the entering agency that an NCIC record with identical LIC, LIS, LIY, and LIT, but different ORI, is already entered. The record already on file will be furnished in the response.

additionally

3. The $.8. Administrative Message - indicates to the state of registry that a license plate has been stolen in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.*

OH #11

or

4. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Stolen License Plate Record

      1) An NCIC license plate record entry must be entered as soon as possible once the minimum data

required for entry and the record documentation are obtained.

2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring that all available cross checks were made, e.g., LIC, LIS, and that the data in the NCIC record matches the data in the investigative report.

3) Records for partial license plate numbers must not be entered, unless the LIC is more than eight characters.

4) When a license plate has symbols or hyphens used to separate two elements of its numbers, it must be shown in its entirety, properly hyphenated, in the Miscellaneous Field.

5) If the LIC exceeds eight characters, enter only the last eight characters. The full number must then be entered in the Miscellaneous Field.

6) When only one plate of a set is stolen or missing, a notation of this fact must be placed in the Miscellaneous Field.

2. General Information

a. Stolen License Plate Record

1) Entry is prohibited for any license plate number that contains a symbol used as a substantive part of the plate number, but not used as a separator between two elements (county designator and sequential number) of the plate number. *

2) Only license plate numbers that are all alphabetic, all numeric, or a combination thereof, may be entered.

OH #12

3) When one character appears over another, enter the top character first immediately followed by the bottom character, e.g., $\underset{B}{\underline{A}}C123$ enter as ABC123.
4) The character "-P" may be added to the MKE to indicate that the license plate should be held for latent fingerprints.
5) The character "-A" may be added if occupants of the vehicle on which the license plate is believed to be displayed are known to be armed.
6) The character "-F" may be added if a combination of the above two conditions exist.
7) License plates that are expired beyond one year should not be entered in the License Plate File.
8) Nonexpiring license plates can be entered in the License Plate File under certain conditions. *
9) If an agency desires investigative leads on their record, the MIS Field should include information on "Notify ORI of All Hits" (NOAH).
10) A successful NCIC license plate entry will generate a unique NCIC (NIC) number beginning with the letter "P" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and cancellation transactions.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER INFORMATION.**

INSTRUCTOR'S NOTE: SHOW NCIC "VEHICLE FILE FOR LAW ENFORCEMENT OFFICERS" VIDEO (VIDEO PLAYING TIME - 7:13 MINUTES)

VI. ENTRY OF SUPPLEMENTAL RECORD TO NCIC LICENSE PLATE RECORD

A supplemental record cannot be appended to an NCIC license plate record.

INSTRUCTOR'S NOTE: Inform terminal operator(s) that supplemental records can only be appended to the NCIC Wanted Person File, the Foreign Fugitive File, the U.S. Secret Protective File, the ATF Violent Felon File, the Missing Person File, and the Unidentified Person File.

VII. ENTRY OF ADD-ON RECORD TO NCIC LICENSE PLATE RECORD

An add-on record cannot be appended to an NCIC license plate record.

INSTRUCTOR'S NOTE: Inform terminal operator(s) that the add-on capability only applies to the NCIC Vehicle and Boat Files.

VIII. MODIFICATION OF NCIC LICENSE PLATE RECORD

A. Purpose

IO #2

The purpose of an NCIC license plate record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements

IO #3

1. To modify a stolen license plate record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC (NIC) number, Originating Agency Case (OCA) number, information to be modified, OH #13
   or
   b. License Plate Number (LIC), OCA, information to be modified.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC license plate record modification will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC modification - indicates to the modifying agency that the record has been successfully modified.
   and
2. Acknowledgement of NCIC modification and listing of duplicate record(s) already on file - indicates to the entering agency that the license plate record has been successfully modified in NCIC. Duplicate record(s) already on file with a

different ORI will be furnished in the response.

additionally

3. The $.8. Administrative Message - indicates to the state of registry that a license plate record has been modified in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.

or

4. Reject - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines **IO #5**

1. Policy Issues

   a. Stolen License Plate Record

      None applicable for an NCIC license plate record modification

2. General Information

   a. Stolen License Plate Record

      1) Modification of a license plate record is restricted to the agency that entered the record.
      2) Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. Verification should ensure that the data in the modification matches the additional or correct information.

IX. CLEAR OF NCIC LICENSE PLATE RECORD

A. Purpose

IO #2

The purpose of an NCIC license plate record clear is to remove the license plate record from NCIC.

1. A stolen license plate record is cleared when:

    a. The entering agency recovers the license plate.
    b. The entering agency is officially advised that another agency has recovered the license plate.

B. Requirements

IO #3

1. To clear a stolen license plate record when the entering agency recovers the license plate, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

    a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Recovery,
    or
    b. License Plate (LIC) number, OCA, Date of Recovery.

2. To clear a stolen license plate record when another agency recovers the license plate and has not located the record, the MKE and ORI must be used in addition to the following fields:

    a. NIC, OCA, Date of Recovery, Recovering Agency Originating Agency Identifier (ORI), and Recovering Agency OCA,
    or
    b. LIC, OCA, Date of Recovery, Recovering Agency ORI, and OCA.

OH #14

3. To clear a stolen license plate record when another agency recovers the stolen license plate and has located the record (Refer to Locate Procedures), the MKE and ORI _must_ be used in addition to the following fields:

   a. NIC, OCA, Date of Recovery
   or
   b. LIC, OCA, Date of Recovery

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. _Interpreting Responses_ IO #4

An NCIC license plate record clear will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC clear - indicates to the clearing agency that the record has been successfully cleared.
   additionally
2. The $.8. Administrative Message - indicates to the state of registry that a license plate record has been cleared in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.
   or
3. Reject - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

IO #5

D. Guidelines

1. Policy Issues

   a. Stolen License Plate Record

      None applicable for an NCIC license plate record clear

2. General Information

   a. Stolen License Plate Record

      1) A clear of an NCIC license plate record is restricted to the agency that entered the record.
      2) The entering agency should clear the record from NCIC after receiving a $.L. Locate Notification Message.
         a) If the entering agency does not clear the record, ten days after the record has been located, it is suppressed (unavailable unless queried by the NIC number). After the record is suppressed, it is removed from NCIC during the next NCIC scheduled purges (first Sunday of each month).
         b) The entering agency is notified with a $.P. administrative message after the record is purged from NCIC.
      3) The Date of Recovery cannot be prior to the Date of Theft (DOT).

X. CANCELLATION OF NCIC LICENSE PLATE RECORD

A. Purpose

IO #2

The purpose of an NCIC license plate record cancellation is to remove an NCIC license plate record when it is determined that the information contained in the record is invalid or inaccurate.

B. Requirements

IO #3

1. To cancel a stolen license plate record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

    a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Cancellation, **or** OH #15

    b. License Plate (LIC) number, OCA, Date of Cancellation.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC license plate record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled. **additionally**
2. The $.8. Administrative Message - indicates to the state of registry that a license plate record has been canceled in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming. **or**
3. Reject - indicates to the canceling

agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines **IO #5**

1. Policy Issues

   a. Stolen License Plate Record

      1) The Date of Cancellation must be the current date. (NOTE: The date of cancellation must be the present date or the present date minus one.)

2. General Information

   a. Stolen License Plate Record

      1) Cancellation of an NCIC license plate record is restricted to the agency that entered the record.

XI. RETENTION PERIOD **IO #6**

A. Stolen License Plate Records

1. A stolen license plate record will remain in NCIC for one year after the end of the plate's expiration year or until the record has been cleared or canceled by the entering agency. **OH #16**

2. A nonexpiring stolen license plate record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency.

XII. CONCLUSION

The NCIC License Plate File consists of standard passenger automobile plates and special plates that have a theft report on file. As of January 1, 1992, there were 901,270 stolen license plate records entered in the NCIC License Plate File.

It is important to remember:

1. That an inquiry into the License Plate File will automatically initiate a cross search of the Vehicle File, the Wanted Person File, the Foreign Fugitive File, the U.S. Secret Service Protective File, the ATF Violent Felon File, and the Missing Person File for investigative purposes. Therefore, it is essential that any positive responses be carefully examined.
2. It is also important to remember that there are specific guidelines to follow for entering license plate numbers with symbols and hyphens, so as to ensure a positive hit.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, modification, clear, and cancellation of all license plate records.

INSTRUCTOR'S NOTE: SHOW "NCIC VEHICLE FILE - THE WINNING TEAM" VIDEO (VIDEO PLAYING TIME - 15:00 MINUTES)

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U.S. Department of Justice, Federal Bureau of Investigation, National Crime Information Center, Washington, D.C. NCIC "Vehicle File for Law Enforcement Officers." 1990. 7:13 Minutes.

U.S. Department of Justice, Federal Bureau of Investigation, National Crime Information Center, Washington, D.C. NCIC "Vehicle File - The Winning Team." 1991. 15:00 Minutes.

U.S. Department of Transportation, Federal Highway Administration, Washington, D.C. Highway Statistics 1990 p.17

NCIC LICENSE PLATE FILE

EXAMPLES OF TYPES OF SPECIAL PLATES ARE:

- AIRCRAFT
- TRUCK
- TRAILER
- DUNE BUGGY
- BUS
- U.S. GOVERNMENT VEHICLE
- MOTORCYCLE
- FARM VEHICLE
- COMMERCIAL
- ANTIQUE

INQUIRIES ARE MADE USING:

1. MESSAGE KEY (MKE)
2. ORIGINATING AGENCY IDENTIFIER (ORI)

and

3. LICENSE PLATE NUMBER (LIC)

or

4. LIC AND LICENSE PLATE STATE (LIS)

or

5. NCIC NUMBER (NIC)

CROSS SEARCH

AN NCIC LICENSE PLATE RECORD INQUIRY WILL AUTOMATICALLY SEARCH THE FOLLOWING:

LICENSE PLATE FILE

VEHICLE FILE

WANTED PERSON FILE

FOREIGN FUGITIVE FILE

U.S. SECRET SERVICE PROTECTIVE FILE

ATF VIOLENT FELON FILE

MISSING PERSON FILE

SUPPLEMENTAL TRAILER RECORDS IN THE BOAT FILE

INQUIRY FOR A STOLEN LICENSE PLATE RECORD

```
QV.DCFBIWAN1.LIC/ABC123

DCFBIWAN1

MKE/STOLEN VEHICLE
ORI/FL0370100 LIC/ABC123 LIS/FL LIY/00 LIT/TK
VIN/JM2UC1214E0848972 VYR/84 VMA/MAZD VMO/TK VST/PK
DOT/103191
OCA/TEST MIS/TEST RECORD FOR STATE OF FL
NIC/V487231679
ORI IS FLORIDA DLE COMMAND CENTER TALLAHASSEE FL
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN VEHICLE
ORI/TXHPD0000 LIC/ABC123 LIS/KS LIY/NX LIT/EX VYR/91
VMA/CHEV
VMO/CAM VST/2D VCO/WHI DOT/112491 OCA/000000060
MIS/TEST RECORD
NIC/VV497619724
ORI IS PD HOUSTON TX
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN VEHICLE - OCCUPANT (S)  ARMED/HOLD FOR
LATENTS
ORI/MD0160434 LIC/ABC123 LIS/MD LIY/92 LIT/PC
VIN/9876543210 VYR/62 VMA/CHEV VMO/IMP VST/CV
VCO/WHI/RED
DOT/101591 OCA/TEST ENTRY
MIS/TEST ENTRY - LF FENDER IS YELLOW
NIC/V489355616
ORI IS MONTGOMERY COUNTY PD ROCKVILLE MD
IMMED CONFIRM RECORD WITH ORI
```

```
MKE/WANTED PERSON
ORI/KSKPD0008 NAM/LAST-NAME, JOHN A  SEX/M RAC/W POB/TX
DOB/101231 HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND  FPC/121011C0141159TTCI13 MNU/AS-375145249
SOC/375145249 OLN/34862561 OLS/MD OLY/91
OFF/HOMICIDE - WILLFUL KILL - POL OFF- GUN  DOW/090291
OCA/TEST
MIS/TEST RECORD
ORI IS KANSAS CITY MO PD KANSAS CITY KS
LIC/ABC123 LIS/MD LIY/91 LIT/PC
VIN/2Y27H51100009 VYR/75 VMA/PONT VMO/VEN VST/2D
VCO/BLU
NIC/W654038962
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
* * * * *
WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD
NIC/W636497185 IS KNOWN TO USE THE FOLLOWING STOLEN OR
FALSE (S/F) IDENTIFICATION DOCUMENTS.  USE CAUTION IN
VERIFYING THE IDENTITY OF THIS PERSON.
S/F SOC/111111111
* * * * *
```

```
MKE/WANTED PERSON
ORI/VAUSC6005 NAM/TEST,RECORD SEX/F RAC/W POB/VA
DOB/122648 HGT/600 WGT/140 HAI/BRO SMT/BALD MNU/AR-
A1111 OLN/T215529705 OLS/CN OLY/90 OFF/SIMPLE ASSLT
DOW/050791 OCA/TEST
MIS/TEST RECORD
ORI IS US CUST SERV ENFORCEMENT SYSTEMS NEWINGTON VA
LIC/TEST LIS/VA LIY/91 LIT/PC
MNU/PP-TEST
LIC/ABC123 VA 91 TK
LIC/AAA VA 91 PC
NIC/W636497185
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

```
MKE/MISSING PERSON - ENDANGERED
ORI/DCFBIWAN1 NAM/LOST,GIRL SEX/F RAC/W POB/IL
DOB/032465 HGT/505 WGT/119 EYE/BLU HAI/BRO SMT/SC L HND
SOC/405678910 OLN/405678910 OLS/VA OLY/93 MNP/MP
DLC/0101592 OCA/TEST
MIS/THIS IS A TEST RECORD LAST SEEN WEARING BLK TOP BLU
JEANS POSSIBLY WITH W/M WHO IS ARMED DANGEROUS

ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/TLN405 LIS/VA LIY/94 LIT/PC
VIN/2Y27H5110009 VYR/75 VMA/PONT VMO/VEN VST/2D
VCO/BLU
NIC/M539596307
```

LOCATE FOR A STOLEN LICENSE PLATE RECORD

```
LL.VAVSP0000.NIC/P759361498.OCA/TEST.071491.12345
```

```
VAVSP0000
LOCATED NIC/P759361498
```

```
MKE/LOCATED LICENSE PLATE
ORI/DCFBIWAT8 LIC/NX103055 LIS/VA LIY/91 LIT/TM DOT/060991
OCA/TEST 071491 VAVSP0000
NIC/P759361498
ORI IS FBI HEADQUARTERS WASHINGTON DC
IMMED CONFIRM RECORD WITH ORI
```

ENTRY OF NCIC LICENSE PLATE RECORD

AN ENTRY MAY BE MADE INTO THE NCIC ON A STOLEN LICENSE PLATE WHEN:

1. **A THEFT REPORT HAS BEEN MADE ON A UNIQUELY NUMBERED LICENSE PLATE.**

2. **IF ONLY ONE OF A TWO-PLATE SET HAS BEEN STOLEN, THE ENTERING AGENCY IS TO BE ASSURED THE REMAINING PLATE WILL NOT BE ON A VEHICLE AND A NOTATION OF THIS FACT MUST BE PLACED IN THE MISCELLANEOUS FIELD.**

ENTRY FOR A STOLEN LICENSE PLATE

```
EL.DCFBIWAN1.123A89.MD.93.PC.011592.TEST

DCFBIWAN1
NIC/P786371507 LIC/123A89


MKE/STOLEN LICENSE PLATE
ORI/DCFBIWAN1 LIC/123A89 LIS/MD LIY/83 LIT/PC DOT/011592
OCA/TEST
NIC/P786371501
ORI IS FBI HEADQUARTERS WASHINGTON DC
```

$.8. ADMINISTRATIVE MESSAGE

```
$.8.
OUT OF STATE AT 1325 EST 011592
1L010HEADER.EL.DCFBIWAN1.123A89.MD.93.PC.011592.TEST.TEST
RECORD
NIC/P786371507 OCA/TEST
```

EXAMPLES OF LICENSE PLATE SEQUENCES

1. AC123 SHOULD BE ENTERED AS ABC123
   B

2. A-DA123 SHOULD BE ENTERED AS ABDA123
   B

   A-DA123 SHOULD BE ENTERED IN THE MISCELLANEOUS FIELD
   B
   AS IT APPEARS ON THE LICENSE PLATE WITH EXPLANATION OF

   A AND THE HYPHEN, i.e., COUNTRY DESIGNATOR
   B

3. ABC(SYMBOL)123 SHOULD BE ENTERED AS ABC123

   IF THE SYMBOL IS A SIGNIFICANT IDENTIFIER, AN EXPLANATION SHOULD BE GIVEN IN THE MISCELLANEOUS FIELD.

MODIFICATION FOR A STOLEN LICENSE PLATE RECORD

```
ML.DCFBIWAN1.NIC/P786371507.OCA/TEST.LIC/123889
```

```
DCFBIWAN1
MODIFY NIC/P786371507
```

CLEAR FOR A STOLEN LICENSE PLATE RECORD

```
CL.DCFBIWAT8.NIC/P759361498.OCA/TEST.071491.VAVSP0000.
92001

DCFBIWAT8.
CLEAR NIC/P759361498
```

CANCELLATION FOR A STOLEN LICENSE PLATE RECORD

XL.DCFBIWAN1.NIC/P786371507.OCA/TEST.011592

DCFBIWAN1
CANCEL NIC/P786371507

RETENTION PERIOD

1. ONE YEAR AFTER THE END OF THE PLATE'S EXPIRATION YEAR

   or

2. NONEXPIRING PLATES - YEAR OF ENTRY PLUS FOUR

   or

3. UNTIL THE ENTERING AGENCY CANCELS OR CLEARS THE RECORD

REAL QUICK HITS

Officer Sam Pooley of the Blissfield PD reports that on January 17, 1987 at 0150 hours they **entered a stolen license plate** into LEIN/NCIC. The plate had been outstanding for about 24 hours, they felt, prior to entry. January 18, 1987 at 0905 hours, Trooper C.J. Warren of the Washington State Patrol **checked the license plate** on a vehicle traveling west out of the town of George, Washington. (Officer Pooley affirms that this is correct and that there is a town in Washington by the name of George). A stop was made and investigation found that the vehicle had also been stolen from Toledo, Ohio. A suspect was taken into custody.

LAW ENFORCEMENT INFORMATION NETWORK, East Lansing, Michigan. "LEIN News Bulletin," February, 1987, "Real Quick Hits"

LPF-HD #1

TIME COUNTS WHEN FELONS FLEE

On September 28, 1987, a man reported to the Clinton, Missouri, Police Department that his girlfriend had been missing since September 25. He also reported her vehicle was missing. The Henry County Sheriff's Office immediately entered a record for the missing person and her vehicle into the Missouri Uniform Law Enforcement System (MULES) and NCIC on behalf of the Police Department.

Two hours later, Mariner, California, Police Department officers requested a **routine NCIC inquiry on the license plate number** of a vehicle parked on the beach. Inside the vehicle, two men were sleeping. The **inquiry matched the license plate data included in the missing person record** entered by the Henry County Sheriff's Office. When the officers questioned the two men, one of them related a false story about how he came to be in possession of the car. Meanwhile, the NCIC hit was confirmed and information was obtained from Missouri on a parole violation for one of the men. The man was arrested for parole violation and waived extradition to Missouri. While enroute to Missouri, the man confessed to the murder of the vehicle's owner. The victim's body was found on September 30, in rural Benton County, Missouri.

NCIC policy requires that agencies enter records into NCIC as soon as reasonably possible after minimum data is available to make the entry. The prompt entry of records ensures the information is available in the event it is inquired upon. The information may not only result in the location of a wanted/missing person or the seizure of stolen property but also may alert an officer to exercise appropriate precautions in approaching a suspect or vehicle.

U.S. Department of Justice, Federal Bureau of Investigation, National Crime Information Center, Washington, D.C. "NCIC Newsletter," 88-1, "Time Counts When Felons Flee" p.2

LPF-HD #2

NCIC FILE REFERENCE CARD

. AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- -- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- -- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- -- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- -- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- -- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- -- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- -- Records for stolen, weapons.
- -- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- -- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- -- Records for stolen license plates.

Missing Person File

- -- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- -- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- -- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- -- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- -- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- -- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- -- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- -- Records for unidentified deceased persons.
- -- Records for persons of any age who are living and unable to ascertain his/her identity.
- -- Records for unidentified catastrophe victims.
- -- Records for body parts.

U.S. Secret Service (USSS) Protective File

- -- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- -- Records for stolen vehicles.
- -- Records for vehicles involved in the commission of a crime (felony vehicle).
- -- Records for stolen component parts.

Wanted Person File

- -- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- -- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- -- Records for probation and parole violators.
- -- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- -- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for th year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping i in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

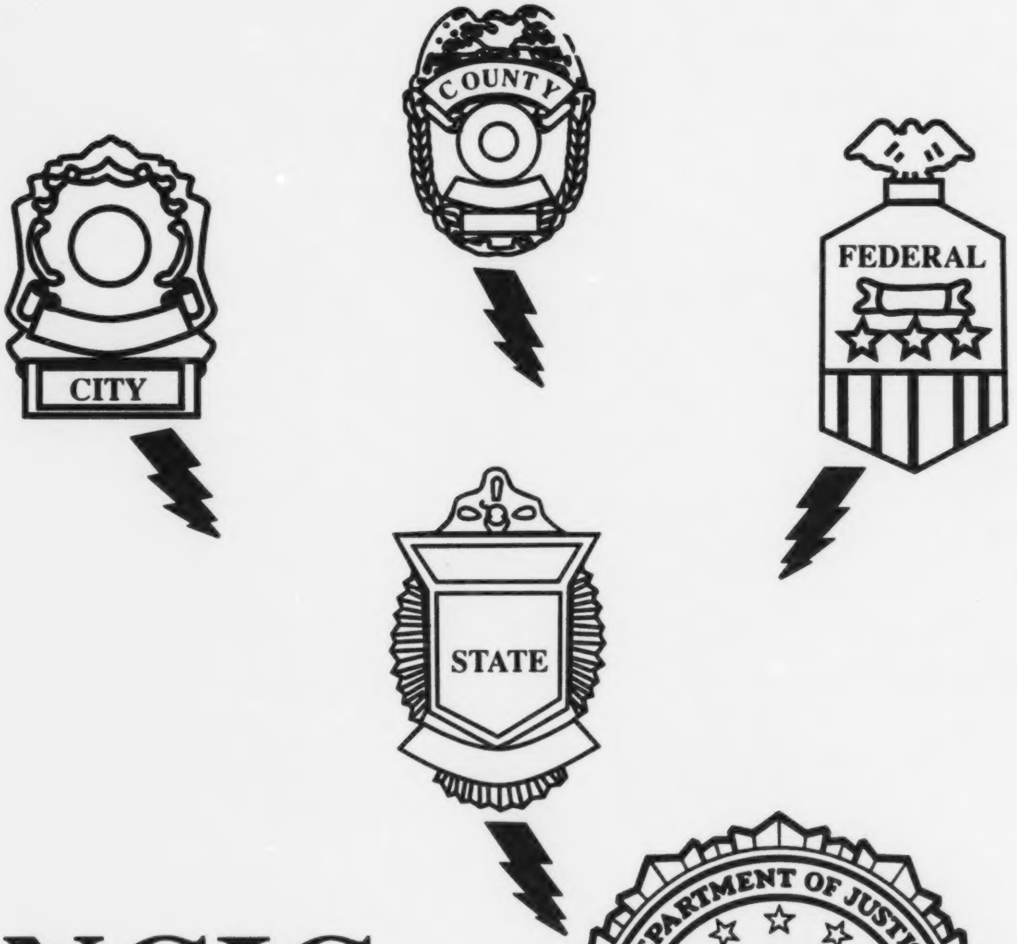
---

*These identifiers apply to stolen part record inquiries.

U.S.Department of Justice
Federal Bureau of Investigation

ARTICLE FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
CITY
FEDERAL
STATE

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: ARTICLE FILE

TITLE OF INSTRUCTION: NCIC Article File

TIME ALLOTTED: Two Hours

TARGET GROUP: Full Access Terminal Operators

INSTRUCTOR:

METHOD OF INSTRUCTION: Lecture, Discussion, and Overhead Transparencies

DATE: July 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from an NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC ARTICLE FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Article File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define an article for NCIC purposes.
2. State the purpose of an NCIC article record inquiry, locate, entry, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC article record inquiry, locate, entry, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC article record inquiry, locate, entry, modification, clear, and cancellation transaction.
5. Describe the policy issues and general information that may affect an NCIC article record inquiry, locate, entry, modification, clear, and cancellation transaction.
6. State the retention period for article records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of an article for NCIC purposes.
2. List the two categories of article records.

INQUIRY SECTION

1. List at least two occasions when an NCIC article record inquiry should be made.
2. Article File record inquiries must include the ______ of article, __________ number, and/or ___________ number.
3. An inquiry can be made using the brand name.

   a. True
   b. False

LOCATE SECTION

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   a. True
   b. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

ENTRY SECTION

1. Name the three articles that may be entered regardless of value.
2. An NCIC article record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

   a. True
   b. False

3. List four items that may be included in the MIS Field.

4. Describe an Article File NCIC (NIC) Number.

5. When a group of consecutively serialized stolen articles is correctly entered, the NCIC computer automatically generates ______ NCIC number for the group record.

6. Up to 50 consecutively serialized stolen articles can be entered as one group.

   a. True
   b. False

MODIFICATION SECTION

1. Any agency may modify an article record.

   a. True
   b. False

2. An Article File record _______ be modified if the record is in a located status.

CLEAR SECTION

1. State when an entering agency would clear a stolen article record.

2. Any agency may clear an article record.

   a. True
   b. False

CANCELLATION SECTION

1. Describe when an agency would cancel a stolen article record entry.

2. Any agency may cancel an NCIC article record.

   a. True
   b. False

RETENTION PERIOD SECTION

1. An unrecovered stolen article record will remain in NCIC indefinitely or until the entering agency clears or cancels the record.

   a. True
   b. False

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines **an article as any uniquely, serially numbered item of property not meeting the entry criteria for any of the other NCIC property files, i.e., Vehicle, Boat, Gun, License Plate, and Securities. The item of property must have a value of $500 or more, or regardless of value, be included in one theft where the aggregate (total) value exceeds $5,000. If the circumstances of the theft indicate that there is a probability of interstate movement or the seriousness of the crime dictates that an entry should be made for investigative purposes, regardless of value, the record may also be entered. Records for office equipment, color television sets, and bicycles may be entered regardless of value**.

2. The two categories of article records are:

   a. **single**
   b. **consecutively serialized group**

INQUIRY SECTION

1. NCIC article record inquiries should be made on, but are not limited to:

   a. **Identifiable property in pawn shops**.
   b. **A color television set taken in a burglary**.
   c. **Recovered items in police property rooms**.
   d. **Identifiable property which individuals are attempting to dispose of at questionable prices to legitimate dealers**.

2. Article File record inquiries must include the **type** of article, **serial** number, and/or **owner-applied** number.

3. **False**. An inquiry cannot contain a brand name.

LOCATE SECTION

1. **False**. A locating agency must confirm the NCIC record with the entering agency before placing a locate.

2. **$.L. Message**.

ENTRY SECTION

1. **Office equipment, color television sets, and bicycles** may be entered regardless of value.

2. **True**. An NCIC article record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

3. **The items that may be included in the MIS Field are:**

   a. **A description of the location of the serial number and/or owner-applied number on an item of property.**

   b. **Cross-reference related entries.**

   c. **A complete description of the stolen article when the code NO BRA is used in the Brand Name (BRA) Field.**

   d. **A complete model number if it contains more than nine characters and the last nine characters are entered in the Model Field.**

   e. **NOAH (Notify Originating Agency Identifier of All Hits)**

4. **A unique NCIC (NIC) Number begins with the letter "A" and is followed by nine numeric characters.**

5. When a group of consecutively serialized stolen articles is correctly entered, the NCIC computer automatically generates **one** NCIC number for the group record.

6. **False**. Up to 100 consecutively serialized stolen articles may be entered as one group.

MODIFICATION SECTION

1. **False**. Modification of an article record is restricted to the agency that entered the record.

2. An Article File record **cannot** be modified if the record is in a located status.

CLEAR SECTION

1. **An article record is cleared when the entering agency is the agency that has recovered the article(s) or the entering agency is officially advised that another agency has recovered the article(s).**

2. **False**. Clearance of an NCIC article record is restricted to the agency that entered the record.

CANCELLATION SECTION

1. **An article record is canceled by the entering agency when it is determined that the information contained in the record is invalid.**

2. **False**. Cancellation of an NCIC article record is restricted to the agency that entered the record.

RETENTION PERIOD SECTION

1. **False**. An unrecovered stolen article record will remain in NCIC for the year of entry plus an additional year or until the record has been cleared or canceled by the entering agency.

ITEMS AND MATERIALS:

Overhead Transparencies, Overhead Projector, and Screen

OVERHEAD TRANSPARENCIES (OH):

AF-OH #1	The NCIC Article File
AF-OH #2	Definition of an Article for NCIC Purposes
AF-OH #2a	Definition of an Article for NCIC Purposes (Cont)
AF-OH #3	Two Categories of Article Records
AF-OH #4	Article File Record Inquiry
AF-OH #5	Article File Record Inquiry - Single Article Record (Positive and Negative Response)
AF-OH #6	Inquiry Made Using TYP Field Category Code Y
AF-OH #7	Caveat for Positive Response with Multiple Hits (Additional Hits Available, Contact NCIC Control If Needed)
AF-OH #8	NCIC QC "Attention" Message
AF-OH #9	Group of Articles Record - Positive Response
AF-OH #10	Article File Record Locate
AF-OH #10a	$.P. (Purge) Administrative Message
AF-OH #10b	Article File Record Locate - Group of Articles Record (Positive Response)
AF-OH #11	Article File Record Entry
AF-OH #12	Acknowledgement of NCIC Article Record Entry
AF-OH #13	Items Which Do Not Meet Criteria For Entry in the NCIC Article File or Any NCIC File
AF-OH #14	Items to be Placed in the MIS Field
AF-OH #15	Differences Between a Record Entry For Consecutively Serialized Group of Stolen Articles and a Single Stolen Article
AF-OH #16	Consecutively Serialized Group of Article Record Entry
AF-OH #17	Article File Record Modification
AF-OH #18	Modified Record
AF-OH #19	Article File Record Modification - Consecutively Serialized Group of Article Record (Serial Numbers Cannot be Modified)
AF-OH #20	Article File Record Clear
AF-OH #21	Article File Record Cancellation
AF-OH #22	NCIC Article File Retention Period

HANDOUT MATERIALS (HD):

AF-HD #1	NCIC File Reference Card

I. INTRODUCTION

THIS TWO-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC ARTICLE FILE.

New York City Police officers checking on items in a pawn shop come across a Sharp television set, utilize their NCIC terminal to determine if the television is stolen, and immediately learn that it is part of the loot taken in a theft on an interstate shipment two years earlier.

The partially decomposed body of a man was discovered in a heavily wooded area in Broken Bow, Oklahoma. Since the victim was a resident of Dallas, Texas, the FBI entered the investigation as it was deemed to be a possible kidnaping. A search of the victim's residence by FBI Agents revealed a receipt for a 19-inch color TV. The receipt specified the serial number and the model number of the TV. The TV was missing from the residence, and a theft report was made to the Dallas Police Department. A stolen article record for the TV was entered in NCIC using the serial number obtained from the receipt. Several days later, the Dallas Police Department Pawnshop Detail, while routinely checking all items pawned within the city limits of Dallas, utilized their NCIC terminal and

References

IO - Instruction Objective

OH - Overhead Transparenc

HD - Handout Material

discovered the record entered for the victim's TV. The Police Department then advised the Dallas FBI Office of the findings. Further investigation at the pawnshop where the transaction occurred led to the identification and arrest of two subjects on Federal kidnaping charges. First-degree murder charges were subsequently filed by the State of Oklahoma. Both subjects were tried in Oklahoma on second-degree murder charges, and each was sentenced to serve 12 years in prison.

The NCIC Article File, created in 1967, contains records for stolen property not meeting the entry criteria for any other NCIC property file, i.e., Vehicle, Boat, Gun, License Plate, or Securities. As of January 1, 1992, there were 1,822,640 records entered into the NCIC Article File. OH #1

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Article File. Effective utilization of the NCIC Article File will enhance criminal justice operations.

II. DEFINITION OF AN ARTICLE FOR NCIC PURPOSES

IO #1

OH #2

NCIC defines an article as any uniquely, serially numbered item of property* not meeting the entry criteria for any of the other NCIC property files, i.e., Vehicle, Boat, Gun, License Plate, and Securities.

OH #2a - EXPLAINS ASTERISKS

The definition includes, but is not limited to:

Office Equipment**
Color Television Sets**
Bicycles**
Household Appliances
Camera/Camera Equipment

***The item of property must have a value of $500 or more, or regardless of value, be included in one theft where the aggregate (total) value exceeds $5,000. If the circumstances of the theft indicate that there is a probability of interstate movement or the seriousness of the crime dictates that an entry should be made for investigative purposes, regardless of value, the record may also be entered.**

****Records for these items may be entered regardless of value.**

OH #3

There are two categories of article records: 1) **single** and 2) **consecutively serialized group**. A single article record contains one item of property. A consecutively serialized group of article records may contain up to 100 items of property that have consecutive serial numbers.

III. INQUIRY OF NCIC ARTICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC article record inquiry is to determine if a record(s) exists for an unrecovered stolen item of property not meeting the entry criteria for any of the other NCIC property files, i.e., Vehicle, Boat, Gun, License Plate, and Securities. Inquiries should be made on, but are not limited to:

1. Identifiable property in pawn shops.
2. A color television set taken in a burglary.
3. Recovered items in police property rooms.
4. Identifiable property which individuals are attempting to dispose of at questionable prices to legitimate dealers.

B. Requirements

IO #3

OH #4

1. To inquire on an article record (single or consecutively serialized group), the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   a. Type (TYP)
   and
   b. Serial Number (SER) and/or Owner-Applied Number (OAN)*
   or

   Additionally, the NCIC Number (NIC) can be used separately but must be preceded by the MKE and ORI.

INSTRUCTOR'S NOTES: *AN OWNER-APPLIED NUMBER IS A PERSONAL IDENTIFYING NUMBER WHICH HAS BEEN ASSIGNED IN CONNECTION WITH A THEFT PREVENTION PROGRAM SUCH AS OPERATION IDENTIFICATION.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

IO #4

An NCIC article record inquiry will cause the NCIC computer to transmit one of the following responses:

OH #5 LEAVE ON PROJECTOR

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC article record(s).
   or
2. **No response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active article record.
   or
3. **Reject** - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

IO #5

1. Policy Issues

   a. Single and Consecutively Serialized Group of Article Records

      (1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the ORI of each record possibly identical with the article in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information).

      REFER TO OH #5

      (2) An inquiry of the Article File must include the type of article following the message field code

TYP and serial number and/or owner-applied number following the message field code SER.

(3) When making an inquiry using one number, the number must be preceded by the message field code SER even if the inquiry is based on an owner-applied number.

(4) When making an inquiry using two numbers (SER and OAN), the numbers must be separated by a comma.

(a) The number(s) inquired upon will be searched as both a serial number and an owner-applied number.

b. Single Article Record

(1) None applicable for this section

c. Consecutively Serialized Group of Article Records

(1) None applicable for this section

2. General Information

a. Single and Consecutively Serialized Group of Article Records

(1) An NCIC article record inquiry will search both single and consecutively serialized group of article records.

(2) An inquiry cannot contain a brand name.

(3) Since the Article File accommodates both an OAN Field and a SER Field in records on file,

each Article File record inquiry generates a search of not only all SER Fields, but also all OAN Fields of records on file with a matching TYP Field category code or TYP Field category code "Y."

(4) When an inquiry is made with Type Field Category Code **Y**, any record on file with an identical serial number or owner-applied number will be returned regardless of the Type Field Category Code in the record. **OH #6**

(5) If the positive response includes information in the Miscellaneous Field indicating another item(s) was stolen along with the article inquired upon, the file containing the item(s) should be inquired upon using the identifier(s) cross-referenced in the Miscellaneous Field of the record to ascertain if the associated item(s) is still unrecovered.

(6) When a positive response to an inquiry results in multiple hits with the caveat **"ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED"**, contact the NCIC Investigative Support Group via NLETS ORI/DCFBIWAT8 or telephone number (202) 324-6242. **OH #7**

(7) An Article File record inquiry may generate a quality control **"ATTENTION"** caveat followed by record(s) on file with a matching SER or OAN and TYP category code (or code Y); or followed by a "No Record" response. **OH #8**

b. Single Article Record

(1) In the response of a single article record, the SER Field follows the TYP Field.

c. Consecutively Serialized Group of Article Records

OH #9 LEAVE ON PROJECTOR

(1) An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.

(2) In the response of a consecutively serialized group of article records, the SER Field does not follow the TYP Field.

(3) Unrecovered stolen articles of the original group record are identified by serial numbers on the line(s) which immediately follows the ORI transaction line. The numbers are preceded by the Serial Number Field code and a slash (SER/).

IV. LOCATE OF NCIC ARTICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC article record locate is to indicate that an agency other than the entering agency has recovered the article(s).

B. Requirements

IO #3

1. Single Article Record

   a. To locate a **single article record**, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   OH #10

      (1) NCIC number (NIC), Originating Agency Case number (OCA), Date of recovery, and recovering agency's case number
      or
      (2) NIC, Serial number (SER), Date of recovery, and recovering agency's case number
      or
      (3) NIC, Owner-Applied number (OAN), Date of recovery, and recovering agency's case number

2. Consecutively Serialized Group of Article Records

   a. To locate a **consecutively serialized group record when all articles have been recovered**, the MKE and ORI must be used, in addition to the following fields:

      (1) NCIC number (NIC), Serial number (SER), Date of recovery, and recovering agency's case number
      or
      (2) NCIC number (NIC)*, Originating Agency Case number (OCA)*, Date of recovery, and recovering agency's case number

NOTE: *IT IS RECOMMENDED THAT THE NCIC NUMBER AND ORIGINATING AGENCY'S CASE NUMBER BE USED WHEN THE ENTIRE GROUP RECORD IS TO BE LOCATED.

b. To locate a **consecutively serialized group record when more than one, but not all articles, have been recovered**, the MKE and ORI must be used, in addition to the following fields: **OH #10**

(1) NIC, SER, Date of recovery, and recovering agency's case number

c. To locate a **consecutively serialized group record when a single article has been recovered**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery, and recovering agency's case number

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC article record locate will cause the NCIC computer to transmit the following responses:

1. **Located** - indicates to the locating agency that the locate has been successfully placed.
and
2. **$.L. Message (Locate Notification)** - indicates to the entering agency that a locate has been placed on their record.
or
3. **Reject** - indicates to the locating agency that the locate was unsuccessful due to

an error in either the data, codes, or format of the NCIC locate.

additionally

4. Other Administrative Message

   a. **$.P. (Purge) Administrative Message*** - indicates to the entering agency that their record has been purged from NCIC. The $.P. administrative message is generated following the NCIC scheduled purges (first Sunday of each month). **OH #10a**

INSTRUCTOR'S NOTES: *THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED BY ANOTHER AGENCY AND NOT CLEARED BY THE ENTERING AGENCY FROM NCIC.

REFER TO PART IX. CLEAR OF NCIC ARTICLE RECORD OF THIS LESSON PLAN.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. **Guidelines** **IO #5**

1. Policy Issues

   a. Single and Consecutively Serialized Group of Article Records

      (1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency. (Refer to the Hit Confirmation Lesson Plan).

      (2) The date of recovery must be entered or the locate message will be rejected.

   b. Single Article Record

      (1) None applicable for this section

c. Consecutively Serialized Group of Article Records

(1) Group record to be located must be identified by two identifiers.

(2) The lowest and highest serial numbers of the consecutively numbered group of recovered items must be used.

(3) Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent.

2. General Information

a. Single and Consecutively Serialized Group of Article Records

(1) The date of recovery cannot be prior to the date of theft.

(2) If the locating agency is the entering agency, a locate transaction cannot be performed.

(3) A record in locate status cannot be modified.

(4) The recovering agency's case number should be entered in the transaction as this will ensure that complete recovery information is in the record.

b. Single Article Record

(1) None applicable for this section

c. Consecutively Serialized Group of Article Records

(1) Use the NIC number and SER number to identify the record when more than one, but

not all articles or a single article in a group has been recovered. Using NIC and OCA will result in the locate message applying to the entire group of articles.

(2) In the response of a located consecutively serialized group of article records, located (i.e., recovered, but not cleared) articles of the group originally entered are identified by message key translation LOCATED ARTICLES, date of location, locating agency's identifier, locating agency's case number, and serial number(s). **OH #10b**

V. ENTRY OF NCIC ARTICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC article record entry is to place an article record into NCIC making it available to authorized criminal justice agencies.

INSTRUCTOR'S NOTE: REMIND TERMINAL OPERATORS OF THE IMPORTANCE OF TIMELY AND ACCURATE INFORMATION ON AN ARTICLE. TIMELY ARTICLE INFORMATION MEANS WITHIN A FEW HOURS OF THE TIME COMPLETE INFORMATION IS AVAILABLE.

1. An article record may be entered when a theft report has been made and the following circumstances are met: **OH #11** **HD #1**

   a. Any item in the theft report valued at $500 or more and having a unique manufacturer-assigned serial number and/or owner-applied number, except for an item to be entered in the Boat, Gun, License Plate, Securities, or Vehicle File.

INSTRUCTOR'S NOTE: REFER TO THE ENTRY SECTION OF THE FOLLOWING NCIC LESSON PLANS - BOAT FILE, GUN FILE, LICENSE PLATE FILE, SECURITIES FILE, AND VEHICLE FILE TO DETERMINE THE ENTRY CRITERIA.

   b. If the aggregate (total) value of the property in one theft exceeds $5,000, any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number.

   c. Any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number if:

(1) The circumstances of the theft indicate that there is a probability of interstate movement, or

(2) The seriousness of the crime dictates that an entry should be made for investigative purposes.

d. **Office equipment** (e.g. adding machine, typewriter), **color television sets**, and **bicycles** may be entered regardless of value.

2. Consecutively serialized groups of article records may be entered into NCIC.

B. Requirements IO #3

1. Article records (single and consecutively serialized group) entered into NCIC must include the following fields:

   a. Message Key (MKE)
   b. Originating Agency Identifier (ORI)
   c. Type (TYP)*
   d. Unique Manufacturer-Assigned Serial Number (SER)
   e. Brand Name (BRA)*
   f. Owner-Applied Number (OAN)**
   g. Date of Theft (DOT)
   h. Originating Agency Case Number (OCA)

***REFER TO NCIC/STATE CODE MANUAL FOR APPROPRIATE CODES.**

****AN OWNER-APPLIED NUMBER MAY BE ENTERED ALONG WITH A SERIAL NUMBER; HOWEVER, EITHER ONE OR THE OTHER IS REQUIRED TO CAUSE ACCEPTANCE OF THE RECORD IN THE ARTICLE FILE.**

THE OAN FIELD IS A MANDATORY BLANK FIELD FOR A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES RECORD.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC article record entry will cause the NCIC computer to transmit the following responses:

OH #12

1. **Acknowledgement of NCIC entry** - indicates to the entering agency that the article record has been successfully entered into NCIC.
   or
2. **Acknowledgement of NCIC entry and listing of duplicate record(s) already on file** - indicates to the entering agency that the article record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.
   or
3. **Reject** - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTES: IF THE SER AND/OR OAN AND THE TYP, BRA, ORI, AND OCA FIELDS IN AN ARTICLE RECORD TO BE ENTERED ARE IDENTICAL TO AN ARTICLE RECORD ON FILE, THE ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues
   a. Single and Consecutively Serialized Group of Article Records
      (1) An NCIC article record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

(2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party.

(3) If an item is not published in the Article Name Dictionary, the article must be entered with Category Code "Y".

(4) The true (manufacturer's) serial number of the article, not a component or part number, must be entered.

b. Single Article Record

(1) None applicable for this section

c. Consecutively Serialized Group of Article Records

(1) Serial numbers used in a group entry must be consecutive.

2. General Information

a. Single and Consecutively Serialized Group of Article Records

OH #12
LEAVE ON PROJECTOR

(1) A successful NCIC article entry will generate a unique NCIC (NIC) number beginning with the letter "A" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and, cancellation transactions.

b. Single Article Record

(1) An entry may be made with both the SER and OAN Fields filled; however, these two numbers cannot be the same.

(2) A separate entry is to be made for each item taken in a multiple theft, such as a television and stereo stolen from an apartment.

(3) If the article entered in a single stolen article record should be held for latent fingerprint examination, "- P" should be entered as part of the MKE code.

(4) Food stamp coupon books and livestock* may be entered in the Article File.

*** REFER TO NCIC/STATE OPERATING AND CODE MANUALS FOR APPROPRIATE CODES.**

(5) Stolen or lost credit cards, bank drafts, and checks, including cashier's, certified, company, government (Federal, state, and local), bank officer's, personal, and U.S. Treasury are not to be entered in the NCIC Article File or any other NCIC file. **OH #13**

(6) The MIS Field should include information such as: **OH #14**

- (a) A description of the location of the serial number and/or owner-applied number on an item of property.
- (b) Cross-reference related entries.
- (c) A complete description of the stolen article when the code NO BRA is used in the Brand Name (BRA) Field.
- (d) A complete model number if it contains more than nine

characters and the last nine characters are entered in the Model Field.

(e) NOAH (Notify ORI of All Hits) when the entering agency believes that notification each time its record is "hit" upon will provide investigative leads.

c. Consecutively Serialized Group of Article Records

(1) The only differences between a record entry for a consecutively serialized group of stolen articles and a single stolen article are in the **Message Key** and **insertion of the consecutive serial numbers in the Serial Number Field**, and **the mandatory blank Owner-Applied Number Field**. **OH #15**

(2) The beginning and ending serial numbers of the sequence are entered with a hyphen separating the two numbers. **OH #16 LEAVE ON PROJECTOR**

(a) The NCIC computer will accept two serial numbers containing an **equal number of characters**, not exceeding 20 characters in each number.

(3) Alphabetic characters may be present as a prefix, suffix, or intermixed with the numeric character; however, they must remain constant throughout the sequence.

(4) When a group of consecutively serialized stolen article records is correctly entered, the NCIC computer automatically generates **one NCIC number** for the group record.

(5) **Up to 100** consecutively serialized stolen articles can be entered as one group. **OH #16**

   (a) If more than 100 articles are to be entered, additional group record entries must be made or the entry will be rejected.

   (b) Associated stolen article records should be cross-referenced in the MIS Field.

VI. ENTRY OF SUPPLEMENTAL RECORDS TO NCIC ARTICLE RECORD

A supplemental record cannot be appended to an NCIC article record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE SUPPLEMENTAL CAPABILITY ONLY APPLIES TO THE NCIC BOAT, WANTED PERSON, MISSING PERSON, AND UNIDENTIFIED PERSON FILES.

VII. ENTRY OF ADD-ON RECORD TO NCIC ARTICLE RECORD

An add-on record cannot be appended to an NCIC article record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC ARTICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC article record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements

IO #3

1. To modify an article record (single or consecutively serialized group), the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields: OH #17

   a. NCIC number (NIC), Originating Agency Case number (OCA), followed by the field(s) being modified
   or
   b. NIC, Serial number (SER), followed by the field(s) being modified
   or
   c. NIC, Owner-Applied number (OAN)*, followed by the field(s) being modified

OH #18 EXAMPLE OF MODIFIED RECORD

*** THE OAN FIELD IS A MANDATORY BLANK FIELD FOR CONSECUTIVELY SERIALIZED GROUP OF ARTICLE RECORDS. THEREFORE, NIC AND OAN CANNOT BE USED IN THE MODIFICATION TRANSACTION.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC article record modification will cause the NCIC computer to transmit one of the following responses:

1. **Acknowledgement of NCIC modification** - indicates to the modifying agency that

the record has been successfully modified.
or

2. **Acknowledgement of NCIC modification and listing of duplicate record(s) already on file** - indicates to the entering agency that the article record has been successfully modified. Duplicate record(s) already on file with a different ORI will be furnished in the response.
or
3. **Reject** - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

None applicable for an NCIC article record modification.

2. General Information

a. Single and Consecutively Serialized Group of Article Records

(1) Modification of an article record is restricted to the agency that entered the record.

(2) Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. The verification of a record should include assuring that the data in the modification matches the additional or corrected information.

b. Single Article Record

(1) An Article File record cannot be modified if the record is in a located status.

c. Consecutively Serialized Group of Article Records

(1) A group record cannot be modified if all of the articles in the group have been located.

(2) All fields in a group article record other than the Serial Number Field and blank Owner-Applied Number Field may be changed by a modification message.

(3) Any error which relates to the serial numbers in the record are to be corrected by canceling the existing group record and making a new entry. **OH #19**

IX. CLEAR OF NCIC ARTICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC article record clear is to remove the article from NCIC.

1. An article record is cleared when:
   a. The entering agency is the agency that has recovered the article(s).
   or
   b. The entering agency is officially advised that another agency has recovered the article(s).

B. Requirements

IO #3

1. Single Article Record

   OH #20

   a. To clear a **single article record when the entering agency is the agency that has recovered the article**, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
      (1) NCIC number (NIC), Originating Agency Case number (OCA), Date of recovery
      or
      (2) NIC, Serial number (SER), Date of recovery
      or
      (3) NIC, Owner-Applied number (OAN), Date of recovery

   b. To clear a **single article record when another agency has recovered the article and the record being cleared is in an active status (not located)**, the MKE and ORI must be used, in addition to the following fields:
      (1) NIC, OCA, Date of recovery,

recovering agency's identifier, and recovering agency's case number
or
(2) NIC, SER, Date of recovery, recovering agency's identifier, and recovering agency's case number
or
(3) NIC, OAN, Date of recovery, recovering agency's identifier, and recovering agency's case number

c. To clear a **single article record when another agency has recovered the article and the record being cleared is in a located status**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, OCA, Date of recovery
or
(2) NIC, SER, Date of recovery
or
(3) NIC, OAN, Date of recovery

2. Consecutively Serialized Group of Article Records

a. To clear a **consecutively serialized group record when all articles have been recovered by the entering agency**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC*, OCA*, Date of recovery
or
(2) NIC, SER, Date of recovery

NOTE: * IT IS RECOMMENDED THAT THE NCIC NUMBER AND THE ORIGINATING AGENCY'S CASE NUMBER BE USED WHEN THE ENTIRE GROUP RECORD IS TO BE CLEARED.

REFER TO OH #20

b. To clear a **consecutively serialized group record when all articles have been recovered by another agency and the record being cleared is in an active status**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, OCA, Date of recovery, recovering agency's identifier, and recovering agency's case number
or
(2) NIC, SER, Date of recovery, recovering agency's identifier, and recovering agency's case number

c. To clear a **consecutively serialized group record when all articles have been recovered by another agency and the record being cleared is in a located status**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, OCA, Date of recovery
or
(2) NIC, SER, Date of recovery

d. To clear a **consecutively serialized group record when more than one, but not all, articles have been recovered by the entering agency**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery

e. To clear a **consecutively serialized group record when more than one, but not all, articles have been recovered by another agency and the record being cleared is in an active status,** the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery, recovering agency's identifier, and recovering agency's case number

f. To clear a **consecutively serialized group record when more than one, but not all, articles have been recovered by another agency and the record being cleared is in a located status**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery

g. To clear a **consecutively serialized group record when a single article has been recovered by the entering agency**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery

h. To clear a **consecutively serialized group record when a single article has been recovered by another agency and the record being cleared is in an active status**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery, recovering agency's identifier, and recovering agency's case number

i. To clear a **consecutively serialized group record when a single article has been recovered by another agency and the record being cleared is in a located status**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of recovery

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses IO #4

An NCIC article record clear will cause the NCIC computer to transmit one of the following responses:

1. **Acknowledgement of NCIC clear** - indicates to the clearing agency that the record has been successfully cleared.
   or
2. **Reject** - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues
   - a. Single and Consecutively Serialized Group of Article Records
     - (1) None applicable for an NCIC article record clear.
   - b. Single Article Record
     - (1) None applicable for this section.
   - c. Consecutively Serialized Group of Article Records
     - (1) Group record to be cleared must be identified by two identifiers.

(2) The lowest and highest serial numbers of the consecutively numbered group of items being cleared must be used.

(3) Where there are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent.

2. General Information

a. Single and Consecutively Serialized Group of Article Records

(1) Clearance of an NCIC article record is restricted to the agency that entered the record.

(2) The date of recovery cannot be prior to the Date of Theft.

(3) The entering agency should clear the record from NCIC after receiving a $.L. Locate Notification.

(a) If the entering agency does not clear the record, ten days after the record has been located, it is suppressed (unavailable unless queried by the NIC number). After the record is suppressed, it is removed from NCIC during the next NCIC scheduled purges.

(b) The entering agency is notified with a $.P. administrative message after the record is purged from NCIC.

b. Single Article Record

(1) None applicable for this section.

c. Consecutively Serialized Group of Article Records

(1) Use the NIC number and SER number to identify the record when more than one, but not all articles or a single article in a group is recovered. Using NIC and OCA will result in the entire group record being cleared.

X. CANCELLATION OF NCIC ARTICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC article record cancellation is to remove an NCIC article record when it is determined that the information contained in the record is invalid.

B. Requirements

IO #3

1. Single Article Record

   a. To cancel a single article record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   OH #21 LEAVE ON PROJECTOR

      (1) NCIC number (NIC), Originating Agency Case number (OCA), Date of cancellation
      or
      (2) NIC, Serial number (SER), Date of cancellation
      or
      (3) NIC, Owner-Applied number (OAN), Date of cancellation

2. Consecutively Serialized Group of Article Records

   a. To cancel **all articles in a consecutively serialized group**, the MKE and ORI must be used, in addition to the following fields:

      (1) NIC*, OCA*, Date of cancellation
      or
      (2) NIC, SER, Date of cancellation

NOTE: * IT IS RECOMMENDED THAT THE NCIC NUMBER AND THE ORIGINATING AGENCY'S CASE NUMBER BE USED WHEN THE ENTIRE GROUP RECORD IS TO BE CANCELED.

b. To cancel **more than one, but not all articles, in a consecutively serialized group**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of cancellation

c. To cancel a **single article in a group record**, the MKE and ORI must be used, in addition to the following fields:

(1) NIC, SER, Date of cancellation

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses IO #4

An NCIC article record cancellation will cause the NCIC computer to transmit one of the following responses:

1. **Acknowledgement of NCIC cancellation** - indicates to the canceling agency that a record has been successfully canceled. **or**
2. **Reject** - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Single and Consecutively Serialized Group of Article Records

      (1) None applicable for an NCIC article record cancellation.

   b. Single Article Record

      (1) None applicable for this section.

   c. Consecutively Serialized Group of Article Records

      (1) Group record to be canceled must be identified by two identifiers.

      (2) The lowest and highest serial numbers of the consecutively numbered group of items being canceled must be used.

      (3) Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent.

2. General Information

   a. Single and Consecutively Serialized Group of Article Records

      (1) Cancellation of an NCIC article record is restricted to the agency that entered the record.

      (2) The date of cancellation must be the current date or current date minus one.

   b. Single Article Record

      (1) None applicable for this section.

c. Consecutively Serialized Group of Article Records

(1) Use the NIC number and SER number to identify the record when more than one, but not all articles or a single article in a group are being canceled. Using NIC and OCA will result in cancellation of the entire group.

XI. RETENTION PERIOD

A. Single and Consecutively Serialized Group of Article Records

An unrecovered stolen article record will remain in NCIC for **year of entry plus an additional year or until the record has been cleared or canceled by the entering agency.** OH #22

XII. CONCLUSION

The NCIC Article File, established in 1967, has been instrumental in assisting law enforcement agencies in the recovery of stolen property. As of January 1, 1992, there were 1,822,640 records entered into the NCIC Article File.

It is particularly important to remember:

1. The NCIC Article File contains records for stolen property not meeting the entry criteria for any other NCIC property file, i.e., Vehicle, Boat, Gun, License Plate, or Securities.
2. Office equipment (e.g. adding machine, typewriter), color television sets, and bicycles may be entered regardless of value.
3. Consecutively serialized groups of article records may also be entered into NCIC. Up to 100 consecutively serialized stolen articles can be entered as one group.
4. An unrecovered stolen article record will remain in the NCIC Article File for the balance of the year plus an additional year or until the record has been cleared or canceled by the entering agency.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, modification, clear, and cancellation of all article records.

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OVERHEAD TRANSPARENCIES

AF-OH #1-22

The NCIC Article File
Lesson Plan

THE NCIC ARTICLE FILE

DEFINITION OF AN ARTICLE FOR NCIC PURPOSES

NCIC DEFINES AN ARTICLE AS ANY UNIQUELY, SERIALLY NUMBERED ITEM OF PROPERTY * NOT MEETING THE ENTRY CRITERIA FOR ANY OF THE OTHER NCIC PROPERTY FILES, I.E., VEHICLE, BOAT, GUN, LICENSE PLATE, AND SECURITIES.

THE DEFINITION INCLUDES, BUT IS NOT LIMITED TO:

OFFICE EQUIPMENT **
COLOR TELEVISION SETS **
BICYCLES **
HOUSEHOLD APPLIANCES
CAMERA/CAMERA EQUIPMENT

DEFINITION OF AN ARTICLE FOR NCIC PURPOSES (CONT)

* THE ITEM OF PROPERTY MUST HAVE A VALUE OF $500 OR MORE, OR REGARDLESS OF VALUE, BE INCLUDED IN ONE THEFT WHERE THE AGGREGATE (TOTAL) VALUE EXCEEDS $5,000.

IF THE CIRCUMSTANCES OF THE THEFT INDICATE THAT THERE IS A PROBABILITY OF INTERSTATE MOVEMENT OR THE SERIOUSNESS OF THE CRIME DICTATES THAT AN ENTRY SHOULD BE MADE FOR INVESTIGATIVE PURPOSES, REGARDLESS OF VALUE, THE RECORD MAY ALSO BE ENTERED.

** THESE ITEMS MAY BE ENTERED REGARDLESS OF VALUE.

TWO CATEGORIES OF ARTICLE RECORDS

1. **SINGLE**
2. **CONSECUTIVELY SERIALIZED GROUP**

- **A single article record contains one item of property.**
- **A consecutively serialized group of article records may contain up to 100 items of property that have consecutive serial numbers.**

ARTICLE FILE RECORD INQUIRY

MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED, IN ADDITION TO:

- **TYPE (TYP)**

AND

- **SERIAL NUMBER (SER) AND/OR OWNER-APPLIED NUMBER (OAN)**

OR

ADDITIONALLY, THE NCIC NUMBER (NIC) CAN BE USED SEPARATELY BUT MUST BE PRECEDED BY THE MKE AND ORI.

ARTICLE FILE RECORD INQUIRY

Single Article Record - Positive Response

```
QA.DCFBIWAN1.TYP/DCOMPUT.SER/D123456,217435322

DCFBIWAN1

MKE/STOLEN ARTICLE - HOLD FOR LATENTS
ORI/MD1012600 TYP/DCOMPUT SER/           D123456 BRA/APPLE
MOD/486SX  OAN/          217435322  DOT/032891 OCA/     TEST
MIS/SER NBR LOCATED ON SIDE OF TERMINAL
NIC/A465925183
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI
```

Negative Response

```
QA.DCFBIWAN1.TYP/DCOMPUT.SER/D123456,217435322
DCFBIWAN1
NO RECORD SER-OAN/D123456 OR 217435322  TYP/DCOMPUT
```

Inquiry Made Using TYP Field Category Code Y

```
QA.DCFBIWAN1.TYP/YLOCK.SER/5500

DCFBIWAN1

MKE/STOLEN ARTICLE
ORI/CO0210100 TYP/REQUALI SER/              005500 BRA/YAMAHA
MOD/YGE600   DOT/100691   OCA/ 91-32633
NIC/A111222333
ORI IS ANY CITY PD CO
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN ARTICLE
ORI/AK0010100 TYP/DDRIVES SER/             451795 BRA/STANDA
MOD/UNK  OAN/                5500 DOT/041591 OCA/ 9148578
MIS/OAN IS BUSINESS ASSIGNED ENGINEERED FIRE SYSTEMS
NIC/A123456789
ORI IS ANY CITY PD AK
IMMED CONFIRM RECORD WITH ORI
```

* An inquiry with TYP/Y returns any record on file with identical serial number or owner-applied number regardless of the TYP in the record.

Caveat for Positive Response with Multiple Hits

```
MKE/STOLEN ARTICLE
ORI/MD1012600 TYP/EGENERA SER/132210 BRA/HONDA
MOD/EB1000X OAN/            123 DOT/110191 OCA/   911101
MIS/3 1/2 HORSEPOWER RED IN COLOR
NIC/A438101234
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN ARTICLE
ORI/DCFBIWAN1 TYP/CCAMERA SER/            123 BRA/PENTAX
DOT/101591 OCA/TESTRECD2
MIS/THIS IS A TEST
ORI IS FBI HEADQUARTERS WASHINGTON DC
IMMED CONFIRM RECORD WITH ORI
ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED*
```

* Contact the NCIC Investigative Support Group via NLETS ORI/DCFBIWAT8 or (202) 324-6242 for additional records.

NCIC QC "ATTENTION" MESSAGE

```
QA.DCFBIWAN1.TYP/CPROJEC.SER/123456789

DCFBIWAN1

MKE/STOLEN ARTICLE
ORI/VA1300500 TYP/CPROJEC SER/         123456789 BRA/B HOWE
MOD/32S   OAN/         MD6810122  DOT/042284 OCA/    TEST
MIS/TEST RECORD
NIC/A373094252
ORI IS ANY CITY PORT AUTHORITY VA
IMMED CONFIRM RECORD WITH ORI

** ATTENTION **
        IF SER/          123456789 IS FOR TYP/CPROJEC, AND
BRA/B HOWE, IT IS NOT UNIQUE ACCORDING TO NCIC QUALITY CONTROL.
ASCERTAIN CORRECT SERIAL NUMBER.
```

Group of Articles Record - Positive Response

```
QA.DCFBIWAN1.TYP/DCOMPUT.SER/B123456703

DCFBIWAN1

MKE/STOLEN ARTICLES
ORI/MD1012600 TYP/DCOMPUT BRA/ZENITH MOD/286S DOT/071791
OCA/     TEST MIS/TEST RECORD
NIC/A465970123
ORI IS ANY CITY PD MD
SER/B123456700-B123456704
     B123456706-B123456710
IMMED CONFIRM RECORD WITH ORI
```

ARTICLE FILE RECORD LOCATE

Single Article Record

LA.DCFBIWAN1.NIC/A465925183.OCA/TEST.101191.1234

DCFBIWAN1
LOCATE NIC/A465925183

Consecutively Serialized Group of Articles Record

LAA.MI0999900.NIC/A465970123.SER/B123456703-B123456704.081791.4232*

MD1012600
LOCATE NIC/A465970123

* This is an example of one of three methods used to locate a consecutively serialized group of article records (more than one, but not all articles recovered).

$.P. (PURGE) ADMINISTRATIVE MESSAGE

$.P.MD1012600

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO EXPIRATION OF THE RETENTION PERIOD.

MKE/LOCATED ARTICLE - HOLD FOR LATENTS

ORI/MD1012600 TYP/DCOMPUT SER/ D123456 BRA/APPLE

MOD/486SX OAN/ 217435322 DOT/032891 OCA/ TEST

040391 WAWSP0010 911234

NIC/A465925183

141

142

ARTICLE FILE RECORD LOCATE

Group of Articles Record - Positive Response

```
QA.DCFBIWAN1.TYP/DCOMPUT.SER/B123456703

DCFBIWAN1

MKE/STOLEN ARTICLES
ORI/MD1012600 TYP/DCOMPUT BRA/ZENITH MOD/286S DOT/071791
OCA/     TEST MIS/TEST RECORD
NIC/A465970123
ORI IS ANY CITY PD MD
SER/B123456700-B123456704
     B123456706-B123456710
MKE/LOCATED ARTICLES  081791  NB1977700  8462
SER/B123456701
MKE/LOCATED ARTICLES  081791  MI0999900  4232
SER/B123456703-B123456704
IMMED CONFIRM RECORD WITH ORI
```

ARTICLE FILE RECORD ENTRY

THEFT REPORT ON FILE AND THE FOLLOWING CIRCUMSTANCES ARE MET:

1. **Item has reported VALUE OF $500 or more and has a unique serial number and/or owner-applied number.**

2. **If AGGREGATE VALUE of property in one theft EXCEEDS $5,000.**

3. **Any item in the theft report regardless of value and has a unique serial number and/or owner-applied number if:**

   a. Theft indicates **PROBABILITY OF INTERSTATE MOVEMENT.**

   b. **SERIOUSNESS OF CRIME** dictates that an entry be made for investigative purposes.

ACKNOWLEDGEMENT OF NCIC ARTICLE RECORD ENTRY

EA-P.MD1012600.DCOMPUT.D123456.APPLE.486SX.217435322.032891.TEST.SER NBR
LOCATED ON SIDE OF TERMINAL

MD1012600
NIC/A465925183 SER/D123456

Translation for - P is "STOLEN ARTICLE - HOLD FOR LATENTS"

ITEMS WHICH DO NOT MEET CRITERIA FOR ENTRY IN THE NCIC ARTICLE FILE OR ANY NCIC FILE

Stolen or Lost Credit Cards

Bank Drafts

Cashier's Checks

Certified Checks

Personal Checks

Company Checks

Government Checks (Federal, State, and Local)

U.S. Treasury

ITEMS TO BE PLACED IN THE MIS FIELD

- Description of the Location of the SER and/or OAN
- Cross-reference Related Entries
- Complete Description of the Stolen Article when BRA Field is NO BRA (No Brand)
- Complete Model Number (If More Than 9 Characters)
- NOAH (Notify ORI of All Hits)

DIFFERENCES BETWEEN A RECORD ENTRY FOR CONSECUTIVELY SERIALIZED GROUP OF STOLEN ARTICLES AND A SINGLE STOLEN ARTICLE

1. MKE
2. Insertion of the Consecutive Serial Numbers in the SER Field
3. Mandatory Blank OAN Field

CONSECUTIVELY SERIALIZED GROUP OF ARTICLE RECORD ENTRY

EAA.MD1012600.CLENS.A526800-A526899.BUSHNE.187A..042691.TEST.TEST RECORD SEE SER/A526900

EAA.MD1012600.CLENS.A526900-A526952.BUSHNE.187A..042691.TEST.TEST RECORD SEE SER/A562800

Note: Up to 100 consecutively serialized stolen articles can be entered as one group. If more than 100 articles are to be entered, additional group entries must be made.

Associated stolen article records should be cross-referenced in the MIS Field.

ARTICLE FILE RECORD MODIFICATION

```
QA.DCFBIWAN1.TYP/DCOMPUT.SER/D123456

DCFBIWAN1

MKE/STOLEN ARTICLE - HOLD FOR LATENTS
ORI/MD1012600 TYP/DCOMPUT SER/          D123456 BRA/APPLE
MOD/486SX  OAN/        217435322  DOT/032891 OCA/     TEST
MIS/SER NBR LOCATED ON SIDE OF TERMINAL
NIC/A465925183
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI
```

Single Article Record

```
MA.MD1012600.NIC/A465925183.OCA/TEST.BRA/E KODA

MD1012600
MODIFY NIC/A465925183
```

Modified Record

```
QA.DCFBIWAN1.TYP/DCOMPUT.SER/D123456

DCFBIWAN1

MKE/STOLEN ARTICLE - HOLD FOR LATENTS
ORI/MD1012600 TYP/DCOMPUT SER/          D123456 BRA/E KODA
MOD/486SX  OAN/          217435322  DOT/032891 OCA/     TEST
MIS/SER NBR LOCATED ON SIDE OF TERMINAL
NIC/A465925183
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI
```

ARTICLE FILE RECORD MODIFICATION

Consecutively Serialized Group of Article Records

MAA.MD1012600.NIC/A465049206.OCA/TEST.SER/A526900-A526953

MD1012600
REJ INV MOD SER

Note: Serial numbers in a consecutively serialized group record cannot be modified. Cancel the existing group record and make a new record entry.

Reject Translation: Modification message is invalid because it attempts to delete data from a mandatory field of the NCIC record.

ARTICLE FILE RECORD CLEAR

Single Article Record

CA.MD1012600.NIC/A465925183.OCA/TEST.101191 *

MD1012600
CLEAR NIC/A465925183

Consecutively Serialized Group of Article Records

CAA.MD1012600.NIC/A465970123.OCA/TEST.101191.DCFBIWAN1.1234 **

MD1012600
CLEAR NIC/A465970123

* In this example, the entering agency is the agency that has recovered the article.

** This is an example of one of three methods used to clear a consecutively serialized group of article records (all articles recovered by another agency).

ARTICLE FILE RECORD CANCELLATION

Single Article Record

XA.MD1012600.NIC/A465925183.OCA/TEST.101191

MD1012600
CANCEL NIC/A465925183

Consecutively Serialized Group of Article Records

XAA.MD1012600.NIC/A465970123.OCA/TEST.101191 *

MD1012600
CANCEL NIC/A465970123

* This is an example of one of three methods used to cancel a consecutively serialized group of article records (all articles being canceled by the entering agency).

NCIC ARTICLE FILE RETENTION PERIOD

YEAR OF ENTRY PLUS ONE ADDITIONAL YEAR

OR

UNTIL THE RECORD HAS BEEN CLEARED OR CANCELED BY THE ENTERING AGENCY

HANDOUT MATERIAL

AF-HD #1

The NCIC Article File Lesson Plan

NCIC FILE REFERENCE CARD

. AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- Records for stolen, weapons.
- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- Records for stolen license plates.

Missing Person File

- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- Records for unidentified deceased persons.
- Records for persons of any age who are living and unable to ascertain his/her identity.
- Records for unidentified catastrophe victims.
- Records for body parts.

U.S. Secret Service (USSS) Protective File

- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- Records for stolen vehicles.
- Records for vehicles involved in the commission of a crime (felony vehicle).
- Records for stolen component parts.

Wanted Person File

- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- Records for probation and parole violators.
- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance of the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for the year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping it in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

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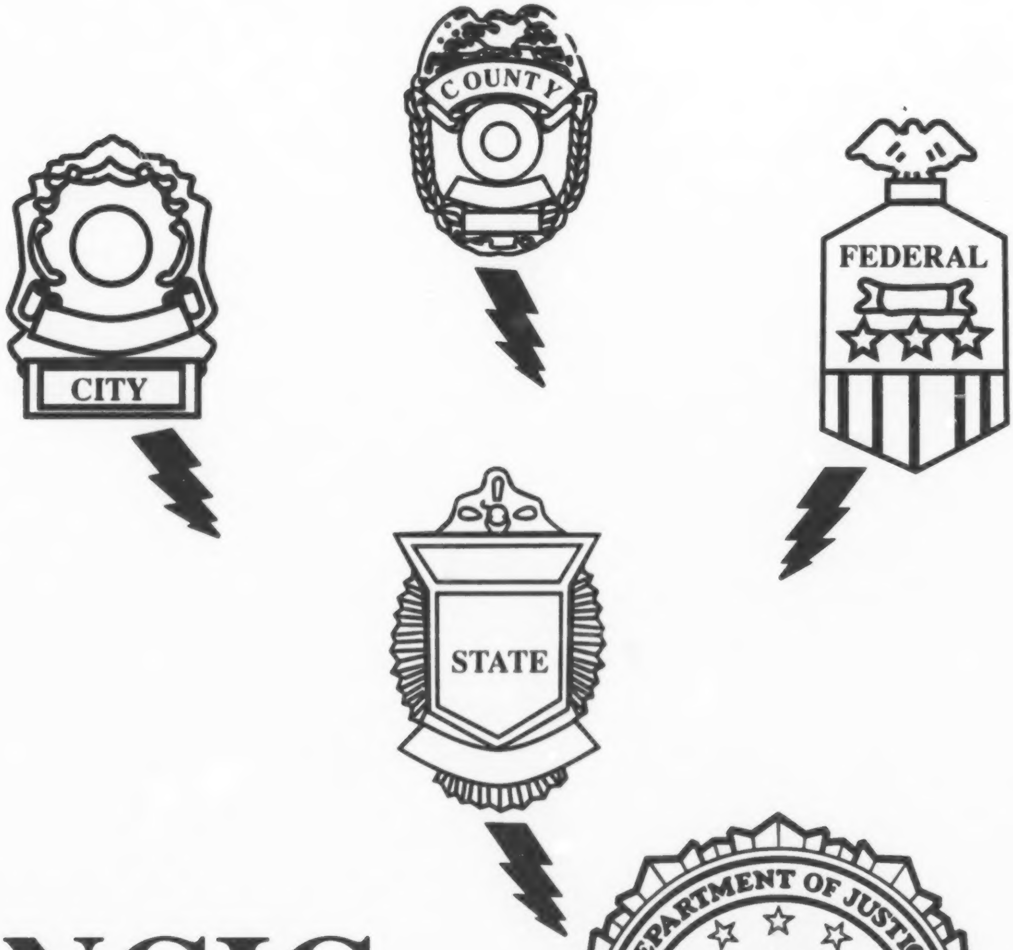
*These identifiers apply to stolen part record inquiries.

U.S.Department of Justice
Federal Bureau of Investigation

SECURITIES FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
CITY
FEDERAL
STATE

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: SECURITIES FILE

TITLE OF INSTRUCTION: NCIC Securities File

TIME ALLOTTED: Ninety (90) Minutes

TARGET GROUP: Full Access Terminal Operators

INSTRUCTOR:

METHOD OF INSTRUCTION: Lecture, Discussion, and Overhead Transparencies

DATE: July 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF)
  Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry	- The purpose of an inquiry transaction is to request a search of an NCIC file(s).
Locate	- The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.
Entry	- The purpose of an entry transaction is to place a new record into the NCIC database.
Supplemental	- The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.
Add-On	- The purpose of an add-on transaction is to link a stolen part to a stolen item of property.
Modification	- The purpose of a modification transaction is to add, delete, or change data in an NCIC record.
Clear	- The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from an NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC SECURITIES FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Securities File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a securities for NCIC purposes.
2. State the purpose of an NCIC securities record inquiry, locate, entry, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC securities record inquiry, locate, entry, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC securities record inquiry, locate, entry, modification, clear, and cancellation transaction.
5. Describe the policy issues and general information that may affect an NCIC securities record inquiry, locate, entry, modification, clear, and cancellation transaction.
6. State the retention period for securities records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of a securities for NCIC purposes.

2. List the categories of NCIC securities records.

3. List three examples of securities as defined by NCIC.

4. List two examples of items not meeting NCIC's definition of a securities.

5. Lost/stolen credit cards meet the NCIC definition of a securities record.

   a. True
   b. False

INQUIRY SECTION

1. List four occasions when an NCIC securities record inquiry should be made.

2. An NCIC securities inquiry will search only the Securities File.

   a. True
   b. False

LOCATE SECTION

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   a. True
   b. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

ENTRY SECTION

1. How many consecutively serialized securities can be entered as a group record?

2. When applicable, an asterisk symbol (*) is placed in the SER Field.

   a. True
   b. False

3. List four items that should be included in the Miscellaneous Field (MIS).

4. Describe a Securities File NCIC (NIC) number.

MODIFICATION SECTION

1. Any agency may modify a securities record.

   a. True
   b. False

2. State the purpose of an NCIC securities record modification.

CLEAR SECTION

1. State when an entering agency would clear a securities record.

2. The date of recovery must be the same as the date of theft.

   a. True
   b. False

CANCELLATION SECTION

1. Describe when an agency would cancel a securities record entry.

2. Any agency may cancel an NCIC securities record.

   a. True
   b. False

RETENTION PERIOD SECTION

1. State the retention period for a securities, except for traveler's checks and money orders.

2. State the retention period for a traveler's check and money order in the NCIC Securities File.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines a securities as currency (United States and foreign); documents or certificates which are considered to be evidence of debt, or ownership of property; documents which represent subscription rights; other security types traded in the United States except commodities futures; postal or other money orders; traveler's checks; warehouse receipts; savings certificates; and interest coupons on stocks and bonds.

2. The categories of NCIC securities records are:

   a. Single entry
   b. Consecutively serialized group of securities entry

3. Examples of securities meeting NCIC definition are:

   Currency - Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, Foreign currency

   Evidence of debt - Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes

   Evidence of ownership - Common and Preferred stocks

   Subscription rights - Stock warrants and Stock rights

   Money orders, Traveler's checks, Warehouse receipts, Savings certificates, Interest coupons on stocks and bonds

4. Examples of securities not meeting NCIC definition are:

   Personal notes, bank drafts, cashier's checks, certified checks, bank officer's checks, personal checks, company checks, government checks, U.S. Treasury checks, credit cards, coins, gift certificates, savings and checking passbooks

5. False. Credit cards do not meet the NCIC definition of a securities record.

INQUIRY SECTION

1. NCIC securities record inquiries should be made on, but are not limited to:

    a. Stocks and bonds used as collateral
    b. Traveler's checks and money orders used as payment under unusual circumstances
    c. Securities in possession of an arrested person
    d. Securities seized during a legal search

2. True. An NCIC securities inquiry will search only the Securities File.

LOCATE SECTION

1. False. A locating agency must confirm the NCIC record with the entering agency before placing a locate.

2. The $.L. Message is the message that indicates to the entering agency that a locate has been placed on their record.

ENTRY SECTION

1. Up to 100 consecutive serial numbers can be entered into one group record.

2. False. When an asterisk (*) symbol is an integral part of a serial number (as in some U.S. currency, it is not included in the SER Field. Rather, the comment: **"asterisk SER"** must be placed in the Miscellaneous Field (MIS).

3. The items that should be included in the Miscellaneous Field are:

    a. "counterfeit" for counterfeit currency
    b. "bait money"
    c. NOAH - Notify ORI of All Hits
    d. Interest rates

4. A unique NCIC (NIC) number begins with the letter "S" and is followed by nine numeric characters.

MODIFICATION SECTION

1. False. Only the entering agency may modify a securities record.

2. The purpose of an NCIC securities record modification is to add, change, or delete information in an existing NCIC record.

CLEAR SECTION

1. A securities record is cleared when the entering agency recovers the security(s) or receives notification that another agency has recovered the security(s).

2. False. The date of recovery cannot be prior to the date of theft.

CANCELLATION SECTION

1. A securities record is canceled when the entering agency determines that the record is invalid.

2. False. Only the entering agency may cancel a securities record.

RETENTION PERIOD SECTION

1. The retention period for a securities record, except for traveler's checks and money orders, is year of entry plus four years or until cleared or canceled by the entering agency.

2. The retention period for traveler's checks and money orders is year of entry plus two years or until cleared or canceled by the entering agency.

ITEMS AND MATERIALS

OVERHEAD TRANSPARENCIES, OVERHEAD PROJECTOR, AND SCREEN

OVERHEAD TRANSPARENCIES (OH):

SF-OH #1	THE NCIC SECURITIES FILE
SF-OH #2	NCIC DEFINES SECURITIES AS:
SF-OH #3	ITEMS WHICH DO NOT MEET CRITERIA IN THE SECURITIES FILE
SF-OH #4	SECURITIES FILE INQUIRIES
SF-OH #5	EXAMPLES OF POSITIVE RESPONSES
SF-OH #6	EXAMPLE OF A NEGATIVE RESPONSE
SF-OH #7	LOCATE REQUIREMENTS FOR SINGLE SECURITY
SF-OH #8	LOCATE REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS
SF-OH #9	EXAMPLE OF $.L.
SF-OH #10	ENTRY CRITERIA
SF-OH #11	SECURITIES FILE STOLEN/EMBEZZLED/COUNTERFEITED SECURITIES - RECORD FORMAT
SF-OH #12	ENTRY REQUIREMENTS FOR CURRENCY
SF-OH #13	ENTRY REQUIREMENTS FOR OTHER THAN CURRENCY
SF-OH #14	MODIFICATION REQUIREMENTS FOR SINGLE SECURITIES RECORD
SF-OH #15	MODIFICATION REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS
SF-OH #16	CLEAR REQUIREMENTS FOR SINGLE SECURITIES RECORD
SF-OH #17	CLEAR REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS
SF-OH #18	CLEAR REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS (CONTINUED)
SF-OH #19	CLEAR REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS (CONTINUED)
SF-OH #20	CANCELLATION REQUIREMENTS FOR SINGLE SECURITIES RECORD
SF-OH #21	CANCELLATION REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS
SF-OH #22	RETENTION PERIOD

I. INTRODUCTION

THIS 90-MINUTE BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC SECURITIES FILE.

Recently, two persons attempted to cash U.S. Savings Bonds in a New York City bank. They produced identification which corresponded with the names appearing on the bonds. Bank officials became suspicious and delayed the transaction while calling the U.S. Secret Service. The Secret Service Agents performed an NCIC record inquiry on the serial numbers and received an hit. The bonds had been stolen eight months early in a post office burglary at Trinidad, Colorado. Secret Service Agents arrested the individuals before they could leave the bank.

The NCIC Securities File came on-line in November, 1968. As of January 1, 1992, there were 2,030,853 records entered in the NCIC Securities File.

OH #1

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Securities File. Effective utilization of the NCIC Securities File will enhance criminal justice operations.

References

IO - Instructional Objective
OH - Overhead Transparency

II. DEFINITION OF SECURITIES FOR NCIC PURPOSES

IO #1

NCIC defines securities as:

OH #2

a. Currency - United States and foreign

Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, Foreign Currency

b. Documents or certificates which are generally considered to be evidence of debt

U.S. Treasury-issued Bills, Bonds, and Notes; Municipal and Corporate Bonds; Debentures; Other Nonpersonal Notes

or Ownership of Property

Common and Preferred Stocks

c. Documents which represent subscription rights

Stock Warrants and Stock Rights

d. Other securities traded in the securities exchanges in the United States except commodities futures

e. Postal or other money orders

f. Traveler's checks

g. Warehouse receipts

h. Savings certificates

i. Interest coupons on stocks and bonds

INSTRUCTOR'S NOTE: OVERHEAD #3 INFORMS TERMINAL OPERATORS THAT THESE ITEMS DO NOT MEET CRITERIA FOR THE NCIC SECURITIES FILE.

OH #3

There are two categories of securities records: 1) **single** and 2) **consecutively serialized group.** A single securities record contains one security. A consecutively serialized group of securities record contains up to 100 securities that have consecutively numbered serial numbers.

III. INQUIRY OF NCIC SECURITIES RECORD

A. Purpose

IO #2

The purpose of an NCIC securities record inquiry is to determine if a securities is listed as stolen, embezzled, or counterfeited. Inquiries should be made on, but are not limited to:

1. Stocks and bonds used as collateral,
2. Traveler's checks and money orders being offered as payment under unusual circumstances,
3. Securities in the possession of an arrested person (fence, burglar),
4. Securities seized during the legal search of a person(s), premises, or vehicle.

B. Requirements

IO #3

To inquire on a securities record (single or consecutively serialized group), the Message Key (MKE) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields:

OH #4

1. Type (TYP) and Serial number (SER) and Denomination (DEN)
   or
2. Owner name (OWN)
   or
3. OWN and TYP
   or
4. OWN and Originating Agency Case number (OCA)
   or
5. OWN and Owner's Social Security number (SOC)
   or
6. SOC
   or
7. NCIC number (NIC)

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

IO #4

An NCIC securities record inquiry will cause the NCIC computer to transmit one of the following responses:

1. Hit or positive response - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC securities record(s). OH #5

   or

2. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active securities record. OH #6

   or

4. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

INSTRUCTOR'S NOTE: REMIND TERMINAL OPERATORS THAT AN NCIC SECURITIES RECORD INQUIRY DOES NOT SEARCH OTHER NCIC FILES.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

IO #5

1. Policy Issues

   a. Single and Consecutively Serialized Group of Securities Records

      1) When a positive response(s) to an NCIC inquiry is received and the whereabouts of the security is known, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the security in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information.)

2) An asterisk symbol (*) must not be used in the SER Field.

b. Single Securities Record

None applicable for this section

c. Consecutively Serialized Group of Securities Records

None applicable for this section

2. General Information

a. Single and Consecutively Serialized Group of Securities Records

1) An NCIC security record inquiry will search both single and consecutively serialized groups of securities records.
2) Inquiries containing "BLANK" in the DEN Field will search only records entered with "BLANK" in the DEN Field. However, inquiries with a value in the DEN Field may result in a match with DEN/value or DEN/BLANK.
3) Inquiries may generate multiple hits with the caveat "ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL ROOM IF NEEDED." In this event, contact NCIC Investigative Support Group at telephone number (202)324-6242 or ORI/DCFBIWAT8 with the SER, TYP, DEN; OWN, TYP; or SOC in the securities record(s).
4) Inquiries containing TYP data will limit the search to records with the same TYP code or code "AO" (All Others).
5) Inquiries containing OWN involves the soundexing process used with the Wanted Person and Missing Person Files. (Refer to the Wanted Person File Lesson Plan for more information.)

6) Inquiries containing SOC or OWN and TYP may result in multiple responses if the victim's loss involved numerous securities.
7) ISS Field should be included for securities other than U.S. Treasury issues and currency.

b. Single Securities Record

None applicable for this section

c. Consecutively Serialized Group of Securities Records

1) An inquiry on a SER contained anywhere in a group record will reveal the complete group record.
2) Serial numbers in a group record follow the ORI translation line, not the TYP Field.
3) The NIC is printed after the main body of the record just above the ORI translation line.
4) Inquiries on unrecovered securities within the group originally entered are identified by SER; canceled and cleared securities within the group are not listed.

IV. LOCATE OF THE NCIC SECURITIES RECORD

A. Purpose IO #2

The purpose of an NCIC securities record locate is to indicate that an agency other than the entering agency has recovered the security(s).

B. Requirements IO #3

1. Single Securities Record

To place a locate on a single securities record, the Message Key (MKE) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields: OH #7

a. NCIC number (NIC), Originating Agency Case number (OCA), Date of recovery, Recovering agency's case number
or
b. Serial number (SER), OCA, Date of recovery, Recovering agency's case number

2. Consecutively Serialized Group of Securities Record

a. To locate a consecutively serialized group record when **all** securities have been recovered, the MKE and ORI must be used, in addition to the following fields: OH #8

1) NIC, OCA, Date of recovery, Recovering agency's case number
or
2) SER(s), OCA, Date of recovery, Recovering agency's case number

(Note: Lowest - Highest serial numbers must be used and are separated by a hyphen.)

b. To locate a consecutively serialized group record when **more than one, but not all,** securities have been recovered, the MKE and ORI must be used in addition to the following fields:

   1) SER(s), OCA, Date of recovery, Recovering agency's case number *

      (Note: If there are any breaks in the consecutive order of the serial numbers, separate locate messages **must** be sent.)

c. To locate a consecutively serialized group record when a **single** security has been recovered, the MKE and ORI must be used, in addition to the following fields:

   1) SER(s), OCA, Date of recovery, Recovering agency's case number *

      (Note: The serial number is repeated as if it represents a range of numbers.)

INSTRUCTOR'S NOTE: * DO NOT USE NIC, OCA, DATE OF RECOVERY, OR THE RECOVERING AGENCY'S CASE NUMBER TO IDENTIFY THE RECORD, AS THIS WILL RESULT IN THE LOCATE APPLYING TO ALL SECURITIES WITHIN THE GROUP.

CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC securities record locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed

   and

2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record.

   OH #9

   or

3. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Single and Consecutively Serialized Group of Securities Records

      1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency. (Refer to the Hit Confirmation Lesson Plan.)

   b. Single Securities Record

      None applicable for this section

   c. Consecutively Serialized Group of Securities Records

      None applicable for this section

2. General Information

a. Single and Consecutively Serialized Group of Securities Records

1) The date of recovery cannot be prior to the date of theft.
2) If the locating agency is the entering agency, a locate transaction cannot be performed.
3) A record in locate status cannot be modified.

b. Single Securities Record

None applicable for this section

c. Consecutively Serialized Group of Securities Records

None applicable for this section

V. ENTRY OF NCIC SECURITIES RECORD

A. Purpose IO #2

The purpose of an NCIC securities record entry is to place a stolen, embezzled, or counterfeited securities record into NCIC making it available to authorized criminal justice agencies.

1. A securities record may be entered when serially numbered security(s) has been stolen, embezzled, or counterfeited and a theft report has been made. OH #10

2. A single securities record or a consecutively serialized group of securities records can be entered into NCIC.

INSTRUCTOR'S NOTE: OVERHEAD TRANSPARENCY #11 SHOWS THE RECORD FORMAT FOR ENTRIES INTO THE NCIC SECURITIES FILE. OH #11

B. Requirements IO #3

1. Stolen, embezzled, or counterfeited **currency** records (single and consecutively serialized group) entered into NCIC must include the following fields: OH #12

   a. Message Key (MKE)
   b. Originating Agency Identifier (ORI)
   c. Type (TYP) *
   d. Serial number (SER)
   e. Denomination (DEN)
   f. Issuer (ISS) *
   g. Owner (OWN)
   h. Security Date (SDT)
   i. Date of Theft (DOT)
   j. Originating Agency Case number (OCA)

2. Stolen, embezzled, or counterfeited securities, **other than currency,** records (single and consecutively serialized group) entered into NCIC must include the following fields: OH #13

a. MKE
b. ORI
c. TYP *
d. SER
e. DEN
f. ISS *
g. OWN
h. OCA
i. DOT

*** REFER TO NCIC/STATE CODE MANUAL FOR CODES**

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC securities record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the securities record has been successfully entered into NCIC.

or

2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the securities record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.

or

3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTES: IF THE TYP, SER, DEN, OCA AND ORI FIELDS IN A SECURITIES RECORD TO BE ENTERED ARE IDENTICAL TO AN SECURITIES RECORD ON FILE, THE ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

a. Single and Consecutively Serialized Group of Securities Records

1) An NCIC securities record entry **must** be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.
2) Once the acknowledgement of entry is received, the accuracy of the record **must** be double checked by a second party.
3) When an asterisk (*) symbol is an integral part of a serial number (as in some U.S. currency), it is not included in the SER Field. Rather, the comment: **"ASTERISK SER"** **must** be placed as the first words in the Miscellaneous (MIS) Field.
4) The word **"BEARER"** **must** be entered into the OWN Field for all types of currency.
5) When the issue date is entered in the SDT Field, it **must** be preceded by the alphabetic "P".
6) For currency, the series year (four numeric and any alphabetic character suffix) **must** be included in the SDT Field.

b. Single Securities Records

None applicable for this section

c. Consecutively Serialized Group of Securities Records

   1) The beginning and ending serial numbers of the sequence **must** have a hyphen separating the two numbers with an equal numbers of characters.
   2) If more than 100 securities are to be entered, additional group entries **must** be made.

2. General Information

   a. Single and Consecutively Serialized Group of Securities Records

      1) A person whose U.S. Savings Bond(s) have been stolen should file a claim with the Bureau of Public Debt.
      2) When entering a counterfeited securities record(s), the word **"counterfeit"** should be the **first** word in the MIS Field.
      3) Additional MIS Field descriptors include:
         a) **"Bait money"** for Federal Reserve Notes that have been marked to identify stolen money as evidence against robbery.
         b) NOAH - Notify ORI of all hits
         c) Interest Rates
      4) A successful NCIC securities entry will generate a unique NCIC (NIC) number beginning with the letter "S" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and cancellation transactions.

   b. Single Securities Record

   None applicable for this section

c. Consecutively Serialized Group of Securities Records

1) The consecutive sequence cannot exceed 100 serial numbers.
2) Serial numbers composed of alphabetic characters only cannot be used.

VI. ENTRY OF SUPPLEMENTAL RECORDS TO THE SECURITIES RECORD

A supplemental record cannot be appended to an NCIC securities record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT SUPPLEMENTAL RECORDS CAN ONLY BE APPENDED TO THE NCIC BOAT, WANTED PERSON, MISSING PERSON, AND UNIDENTIFIED PERSON FILES.

VII. ENTRY OF ADD-ON RECORD TO NCIC SECURITIES RECORD

An add-on record cannot be appended to an NCIC securities record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC SECURITIES RECORD

A. Purpose

IO #2

The purpose of an NCIC securities record modification is to add, change, or delete information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements

IO #3

1. To modify a single securities record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields: OH #14

   a. NCIC number (NIC), Originating Agency Case number (OCA), field being modified,

   or

   b. Serial number (SER), OCA, field being modified.

2. To modify a consecutively serialized group of securities, the MKE and ORI must be used, in addition to the following fields: OH #15

   a. NIC, OCA, field being modified,

   or

   b. SER(s), OCA, field being modified.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC securities record modification will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of modification - indicates to the modifying agency that the record has been successfully modified.

or

2. Acknowledgement of NCIC modification and listing of duplicate record(s) already on file - indicates to the entering agency that the securities record has been successfully modified. Duplicate record(s) already on file with a different ORI will be furnished in the response.

or

3. Reject - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

    a. Single Securities Record

    None applicable for this section

    b. Consecutively Serialized Group of Securities Records

        1) When SER(s) are used to identify a group record, the lowest and highest of all serial numbers appearing in the **existing** group record must be used.

2. General Information

    a. Single and Consecutively Serialized Group of Securities Records

        1) Modification of a securities record is restricted to the agency that entered the record.
        2) Once the acknowledgement of modification is received, the accuracy of the modification

should be reviewed by a second party. Verification should ensure that the data in the modification matches the additional or corrected information.

b. Single Securities Record

None applicable to this section

c. Group Securities Record

1) Serial numbers of a group record cannot be changed using the modification message. (This requires canceling the entire group record and making a new entry.)
2) Errors which concern **one or more, but not all,** of the securities within a group cannot be changed using the modification message. (These errors require canceling the original group record and making a new entry.)

IX. CLEAR OF NCIC SECURITIES RECORD

A. Purpose IO #2

The purpose of an NCIC securities record clear is to remove the securities record from NCIC.

1. A securities record is cleared when:

    a. The entering agency is the agency that recovered the security(s),
    or
    b. The entering agency is officially advised that another agency has recovered the security(s).

B. Requirements IO #3

1. Single Securities Record OH #16

    a. To clear a single securities record when the entering agency has recovered the security, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to following fields:

        1) NCIC number (NIC), Originating Agency Case number (OCA), Date of recovery
        or
        2) Serial number (SER), OCA, Date of recovery.

    b. To clear a single securities record when another agency has recovered the security and the record being cleared is in an active status (not located), the MKE and ORI must be used, in addition to the following fields:

        1) NIC, OCA, date of recovery, recovering agency's Originating Agency Identifier (ORI), recovering agency's case number
        or

    2) SER, OCA, date of recovery, recovering agency's ORI, recovering agency's case number

  c. To clear a single securities record when another agency has recovered the security and the record being cleared is in a locate status, the MKE and ORI must be used, in addition to the following fields:

    1) NIC, OCA, date of recovery
    or
    2) SER, OCA, date of recovery

2. Consecutively Serialized Group of Securities Records OH #17

  a. To clear a consecutively serialized group record when **all** securities have been recovered by the entering agency, the MKE and ORI must be used, in addition to the following fields:

    1) NIC, OCA, date of recovery
    or
    2) SER(s), OCA, date of recovery

  b. To clear a consecutively serialized group record when **all** securities have been recovered by another agency and the record being cleared is in an active status, the MKE and ORI must be used in addition to the following fields:

    1) NIC, OCA, date of recovery, recovering agency's ORI, recovering agency's case number
    or
    2) SER(s), OCA, date of recovery, recovering agency's ORI, recovering agency's case number

c. To clear a consecutively serialized group record when **all** securities have been recovered by another agency and the record being cleared is in a located status, the MKE and ORI must be used, in addition to the following fields:

   1) NIC, OCA, Date of recovery
      or
   2) SER(s), OCA, Date of recovery

d. To clear a consecutively serialized group record when more than **one, but not all**, securities have been recovered by the entering agency, the MKE and ORI must be used, in addition to the following fields: OH #18

   1) SER(s), OCA, Date of recovery *

e. To clear a consecutively serialized group record when more than **one, but not all**, securities have been recovered by another agency and the record being cleared is in an active status, the MKE and ORI must be used, in addition to the following fields:

   1) SER(s), OCA, Date of recovery, recovering agency's ORI, recovering agency's case number *

f. To clear a consecutively serialized group record when more than **one, but not all**, securities have been recovered by another agency and the record being cleared is in a located status, the MKE and ORI must be used, in addition to the following fields:

   1) SER(s), OCA, date of recovery *

   (Note: If there are any breaks in the consecutive order, separate clear messages must be sent.)

g. To clear a consecutively serialized group record when a **single** security has been recovered by the entering agency, the MKE and ORI must be used, in addition to the following fields:

   1) SER(s), OCA, Date of recovery *

h. To clear a consecutively serialized group record when a **single** security has been recovered by another agency and the record being cleared is in an active status, the MKE and ORI must be used, in addition to the following field:

   1) SER(s), OCA, Date of recovery, recovering agency's ORI, recovering agency's case number *

i. To clear a consecutively serialized group record when a **single** security has been recovered by another agency and the record being cleared is in a located status, the MKE and ORI must be used, in addition to the following field:

   1) SER(s) OCA, Date of recovery *

   (Note: The serial number is repeated as it represents a range of numbers.)

INSTRUCTOR'S NOTES: * DO NOT USE NIC, OCA, AND DATE OF RECOVERY TO IDENTIFY THE RECORD, AS THIS WILL RESULT IN THE CLEARING OF ALL SECURITIES WITHIN THE GROUP.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC securities record clear will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC clear - indicates to the clearing agency that the record has been successfully cleared.

   or

2. Reject - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   None applicable for this section

2. General Information

   a. Single and Consecutively Serialized Group of Securities Records

      1) Clearance of an NCIC securities record is restricted to the agency that entered the record.
      2) The date of recovery cannot be prior to the Date of theft.

   b. Single Securities Record

      None applicable for this section

   c. Group Securities Records

      None applicable for this section

X. CANCELLATION OF NCIC SECURITIES RECORD

A. Purpose IO #2

The purpose of an NCIC securities record cancellation is to remove an NCIC securities record when it is determined that the information contained in the record is invalid.

1. A securities record is canceled when the entering agency determines that the record is invalid.

B. Requirements IO #3

1. To cancel a single securities record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields: OH #20

   a. NCIC number (NIC), Originating Agency Case number (OCA), Date of cancellation
   or
   b. Serial number (SER), OCA, Date of cancellation

2. To cancel all securities in a consecutively serialized group, the MKE and ORI must be used, in addition to the following fields: OH #21

   a. NIC, OCA, Date of cancellation
   or
   b. SER(s), OCA, Date of cancellation

3. To cancel more than one, but not all securities, in a consecutively serialized group, the MKE and ORI must be used, in addition to the following fields:

   a. SER(s), OCA, Date of cancellation *

   (Note: If there are any breaks in the consecutive sequence, separate transactions must be used.)

4. To cancel **a single** security in a group record, the MKE and ORI must be used, in addition to the following fields:

   a. SER(s), OCA, Date of cancellation *

      (Note: The serial number is repeated as it represents a range of numbers.)

INSTRUCTOR'S NOTE: * DO NOT USE NIC, OCA, DATE OF CANCELLATION TO IDENTIFY THE RECORD, AS THIS WILL RESULT IN THE CANCELLATION OF ALL THE SECURITIES WITHIN THE GROUP.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELING REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC securities record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled.
   or
2. Reject - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Single and Consecutively Serialized Group of Securities Records

      1) The date of cancellation must be the current date.

   b. Single Securities Record

      None applicable for this section

   c. Consecutively Serialized Group of Securities Records

      None applicable for this section

2. General Information

   a. Single and Consecutively Serialized Group of Securities Records

      1) Cancellation of an NCIC securities record is restricted to the agency that entered the record.

XI. RETENTION PERIOD

IO #6

A. Unrecovered, stolen, embezzled or counterfeited securities record(s), except for traveler's checks and money orders, remain in NCIC for the remainder of the year of entry plus four years or until cleared or canceled by the entering agency.

OH #22

B. Traveler's checks and money orders (TYP/TC, PM, and MO) remain in NCIC for the remainder of the year of entry plus two years or until cleared or canceled by the entering agency.

XII. CONCLUSION

The NCIC Securities File consists of stolen, embezzled, or counterfeited securities records for which a theft report has been filed. As of January 1, 1992, there were 2,030,853 securities records in the NCIC System.

It is important to remember:

1. That an inquiry on a security searches both single and consecutively serialized group of securities records in the Securities File.
2. That there are specific guidelines and procedures for locating, modifying, clearing, and canceling securities within a group record.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, modification, clear, and cancellation of all securities records.

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THE NCIC SECURITIES FILE

NCIC DEFINES SECURITIES AS:

A. **CURRENCY - UNITED STATES and FOREIGN**

Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, Foreign Currency

B. **DOCUMENTS or CERTIFICATES which are considered to be EVIDENCE of DEBT**

U.S. Treasury-issued Bills, Bonds and Notes; Municipal and Corporate Bonds; Debentures; Other Nonpersonal Notes

or OWNERSHIP of PROPERTY

Common and Preferred Stocks

C. **DOCUMENTS which represent SUBSCRIPTION RIGHTS**

Stock Warrants and Stock Rights

D. **Other SECURITY TYPES traded in the United States except commodities futures**

E. **POSTAL or other MONEY ORDERS**

F. **TRAVELER'S CHECKS**

G. **WAREHOUSE RECEIPTS**

H. **SAVINGS CERTIFICATES**

J. **INTEREST COUPONS on Stocks and Bonds**

ITEMS WHICH DO NOT MEET CRITERIA IN THE SECURITIES FILE

Personal Notes

Cashier's Checks

Bank Officer's Checks

Company Checks

U.S. Treasury Checks

Coins

Savings and Checking Passbooks

Bank Drafts

Certified Checks

Personal Checks

Government Checks

Credit Cards

Gift Certificates

SECURITIES FILE INQUIRIES

MKE + ORI + TYP + SER + DEN

MKE + ORI + OWN

MKE + ORI + OWN + TYP

MKE + ORI + OWN + OCA

MKE + ORI + OWN + SOC

MKE + ORI + SOC

MKE + ORI + NIC

EXAMPLES OF POSITIVE RESPONSES

SINGLE:

```
QS.DCFBIWAT9.SER/D49307158E.DEN/500

DCFBIWAT9
MKE/STOLEN SECURITY
ORI/DCFBIWAT9 TYP/SB SER/D49307158E DEN/500
ISS/USTREASURY OWN/FLINTSTONE,FRED SOC/521802011
SDT/P061491 DOT/071791 OCA/TEST MIS/TEST RECORD
NIC/S473070747
ORI IS FBI HEADQUARTERS  WASHINGTON DC
```

GROUP:

```
QS.DCFBIWAT9.SER/DDC12345007

DCFBIWAT9
MKE/STOLEN SECURITIES
ORI/DCFBIWAT9 TYP/TC DEN/10 ISS/AMERICAN EXPRES
OWN/FUDD,ELMER SOC/001991023 SDT/P070391 DOT/071991
OCA/TEST MIS/TEST RECORD
NIC/S473101421
SER/DDC12345002-DDC12345003
   DDC12345006-DDC12345010

DCFBIWAT9
MKE/LOCATED SECURITIES  082291   MD0202500  TEST2
   SER/DDC12345004-DDC12345005
```

NOTE: SERIAL NUMBERS DDC12345001-DDC12345010 WERE ORIGINALLY STOLEN. DDC12345001 HAS BEEN REMOVED.

EXAMPLE OF A NEGATIVE RESPONSE

```
QS.DCFBIWAT9.TYP/FR.SER/D30232.DEN/100
```

```
DCFBIWAT9

NO RECORD SER/D30232 TYP/FR DEN/100
```

LOCATE REQUIREMENTS FOR SINGLE SECURITY

MKE + ORI + NIC + OCA + Date of recovery + Recovering Agency's Case number

or

MKE + ORI + SER + OCA + Date of recovery + Recovering Agency's Case number

```
LS.DCFBIWAT9.NIC/S473070747.OCA/TEST.082291.TEST2

DCFBIWAT9

LOCATE NIC/S473070747
```

LOCATE REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS

ALL SECURITIES ARE LOCATED:

MKE + ORI + NIC + OCA + Date of recovery + Recovering Agency's Case number
OR
MKE + ORI + SER(s) + OCA + Date of recovery + Recovering Agency's Case number

```
LSS.DCFBIWAT9.NIC/S473101421.082291.TEST2
```

```
DCFBIWAT9
LOCATE  NIC/S473101421
```

ONE OR MORE SECURITIES ARE LOCATED:

MKE + ORI + SER(s) + OCA + Date of recovery + Recovering Agency's Case number

```
LSS.DCFBIWAT9.SER/DDC12345004-DDC12345005.
OCA/TEST.082291.TEST2
```

```
DCFBIWAT9
LOCATE SER/DDC12345004-DDC12345005
```

ONE SECURITY IS LOCATED:

MKE + ORI + SER(s) + OCA + Date of recovery + Recovering Agency's Case number

```
LSS.DCFBIWAT9.SER/DDC12345001-DDC12345001.
OCA/TEST.082291.TEST2
```

```
DCFBIWAT9
LOCATE SER/DDC12345001-DDC12345001
```

EXAMPLE OF $.L.

```
$.L. DCFBIWAT9

LOCATE NOTIFICATION AT 1205 EST  082291

LS.MD0202500.NIC/S473070747.OCA/TEST.082291.TEST2
LOCATING ORI IS ANY CITY PD MD
```

ENTRY CRITERIA

A SECURITIES RECORD MAY BE ENTERED WHEN A SERIALLY NUMBERED SECURITY(S) HAS BEEN STOLEN, EMBEZZLED, OR COUNTERFEITED AND A THEFT REPORT HAS BEEN MADE.

SECURITIES FILE

STOLEN/EMBEZZLED/ COUNTERFEITED SECURITIES — RECORD FORMAT

NUMBER OF CHARACTERS: ☐

MESSAGE KEY	(MKE)	4
ORIGINATING AGENCY	(ORI)	9
TYPE	(TYP)	2
SERIAL NUMBER	(SER)	18
DENOMINATION	(DEN)	9
ISSUER	(ISS)	15
OWNER	(OWN)	≀ 40
SOCIAL SECURITY NO.	(SOC)	9
SECURITY DATE	(SDT)	7
DATE OF THEFT	(DOT)	6
ORIGINATING AGENCY CASE NUMBER	(OCA)	9
MISCELLANEOUS	(MIS)	30

≀ (NOT SHOWN IN TRUE SCALE TO CONSERVE SPACE)

ENTRY REQUIREMENTS FOR CURRENCY

MKE.ORI.TYP.SER.DEN.ISS.OWN.SDT.DOT.OCA

ES.DCFBIWAT9.FR.D73610971C.100.USTREASURY.BEARER.1985D.
071991.TEST

DCFBIWAT9

NIC/S178628379 SER/D73610971C

ENTRY REQUIREMENTS FOR OTHER THAN CURRENCY

MKE.ORI.TYP.SER.DEN.ISS.OCA.DOT

SINGLE:

ES.DCFBIWAT9.SB.D49307158E.500.USTREASURY.FLINTSTONE, FRED..TEST.071991

DCFBIWAT9

NIC/S473070747 SER/D49307158E

GROUP:

ESS.DCFBIWAT9.TC.DDC12345001-DDC12345010.USTREASURY. FUDD,ELMER..TEST.071991

DCFBIWAT9

NIC/S473101421 SER/DDC12345001-DDC12345010

MODIFICATION REQUIREMENTS FOR SINGLE SECURITIES RECORD

MKE + ORI + NIC + OCA + FIELD/modification

OR

MKE + ORI + SER + OCA + FIELD/modification

MS.DCFBIWAT9.NIC/S473070747.SOC/521802011

DCFFBIWAT9

MODIFY NIC/S473070747

MODIFICATION REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS

MKE + ORI + NIC + OCA + FIELD/modification

OR

MKE + ORI + SER(s) + OCA + FIELD/modification

```
MSS.DCFBFIWAT9.NIC/S473101421.SOC/001991023

DCFBIWAT9

MODIFY  NIC/S473101421
```

CLEAR REQUIREMENTS FOR SINGLE SECURITIES RECORD

RECOVERED BY ENTERING AGENCY:

MKE + ORI + NIC + OCA + Date of recovery
OR
MKE + ORI + SER + OCA + Date of recovery

CS.DCFBIWAT9.NIC/S473070747.OCA/TEST.082291

DCFBIWAT9
CLEAR NIC/S473070747

RECOVERED BY ANOTHER AGENCY - NOT LOCATED:

MKE + ORI + NIC + OCA + Date of recovery + Recovering ORI + Recovering Agency's Case number
OR
MKE + ORI + SER + OCA + Date of recovery + Recovering ORI + Recovering Agency's Case number

CS.DCFBIWAT9.NIC/S473070747.OCA/TEST.082291.MDO2O25OO.
TEST2

DCFBIWAT9
CLEAR NIC/S473070747

RECOVERED BY ANOTHER AGENCY - LOCATED:

MKE + ORI + NIC + OCA + Date of recovery
OR
MKE + ORI + SER + OCA + Date of recovery

CS.DCFBIWAT9.NIC/S473070747.OCA/TEST.082291

DCFBIWAT9
CLEAR NIC/S473070747

CLEAR REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS

ALL SECURITIES ARE RECOVERED:

BY ENTERING AGENCY

MKE + ORI + NIC + OCA + Date of recovery
OR
MKE + ORI + SER(s) + OCA + Date of recovery

CSS.DCFBIWAT9.NIC/S473101421.OCA/TEST.082291

DCFBIWAT9
CLEAR NIC/S473101421

BY ANOTHER AGENCY - NOT LOCATED

MKE + ORI + NIC + OCA + Date of recovery + Recovering ORI + Recovering Agency's Case number
OR
MKE + ORI + SER(s) + OCA + Date of recovery + Recovering ORI + Recovering Agency's Case number

CSS.DCFBIWAT9.NIC/S473101421.OCA/TEST.
MD0202500.082291.TEST2

DCFBIWAT9
CLEAR NIC/S473101421

BY ANOTHER AGENCY - LOCATED

MKE + ORI + NIC + OCA + Date of recovery
OR
MKE + ORI + SER(s) + OCA + Date of recovery

CSS.DCFBIWAT9.NIC/S473101421.OCA/TEST.082291
DCFBIWAT9
CLEAR NIC/S473101421

CLEAR REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS (CONTINUED)

ONE OR MORE SECURITIES ARE RECOVERED:

BY ENTERING AGENCY

MKE + ORI + SER(s) + OCA + Date of recovery

CSS.DCFBIWAT9.SER/DDC12345004-DDC12345005.OCA/TEST.
082291

DCFBIWAT9
CLEAR SER/DDC12345004-DDC12345005

BY ANOTHER AGENCY - NOT LOCATED

MKE + ORI + SER(s) + OCA + Date of recovery + Recovering ORI + Recovering Agency's Case number

CSS.DCFBIWAT9.SER/DDC12345004-DDC12345005.OCA/TEST.
082291.MD0202500.TEST2

DCFBIWAT9
CLEAR SER/DDC12345004-DDC12345005

BY ANOTHER AGENCY - LOCATED

MKE + ORI + SER(s) + OCA + Date of recovery

CSS.DCFBIWAT9.SER/DDC12345004-DDC12345005.OCA/TEST.
082291

DCFBIWAT9
CLEAR SER/DDC12345004-DDC12345005

CLEAR REQUIREMENTS FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS (CONTINUED)

ONE SECURITY IS RECOVERED:

BY ENTERING AGENCY

MKE + ORI + SER(s) + OCA + Date of recovery

```
CSS.DCFBIWAT9.SER/DDC12345001-DDC12345005.OCA/TEST.
082291
```

```
DCFBIWAT9
CLEAR  SER/DDC12345001-DDC12345001
```

BY ANOTHER AGENCY - NOT LOCATED

MKE + ORI + SER(s) + OCA + Date of recovery + Recovering ORI + Recovering Agency's Case number

```
CSS.DCFBIWAT9.SER/DDC12345001-DDC12345005.OCA/TEST.
082291.MD0202500.TEST2
```

```
DCFBIWAT9
CLEAR  SER/DDC12345001-DDC12345001
```

BY ANOTHER AGENCY - LOCATED

MKE + ORI + SER(s) + OCA + Date of recovery

```
CSS.DCFBIWAT9.SER/DDC12345001-DDC12345001.082291
```

```
DCFBIWAT9
CLEAR  SER/DDC12345001-DDC12345001
```

CANCELLATION REQUIREMENTS FOR SINGLE SECURITIES RECORD

RECOVERED BY ENTERING AGENCY

MKE + ORI + NIC + OCA + Date of cancellation

OR

MKE + ORI + SER + OCA + Date of cancellation

```
XS.DCFBIWAT9.NIC/S473070747.OCA/TEST.082291
```

```
DCFBIWAT9
CANCEL  NIC/S473070747
```

CANCELLATION REQUIREMENT FOR CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORDS

ALL SECURITIES ARE TO BE CANCELED:

MKE + ORI + NIC + OCA + Date of cancellation
OR
MKE + ORI + SER(s) + OCA + Date of cancellation

```
CSS.DCFBIWAT9.NIC/S473101421.OCA/TEST.082291
```

```
DCFBIWAT9
CLEAR  NIC/S473101421
```

ONE OF MORE SECURITIES ARE TO BE CANCELED:

MKE + ORI + SER(s) + OCA + Date of cancellation

```
CSS.DCFBIWAT9.SER/DDC12345004-DDC12345005.OCA/TEST.
082291
```

```
DCFBIWAT9
CANCEL  SER/DDC12345004-DDC12345005
```

ONE SECURITY IS TO BE CANCELED:

MKE + ORI + SER(s) + OCA + Date of cancellation

```
CSS.DCFBIWAT9.SER/DDC12345001-DDC12345001.OCA/TEST.
082291
```

```
DCFBIWAT9
CANCEL  SER/DDC12345001-DDC12345001
```

RETENTION PERIOD

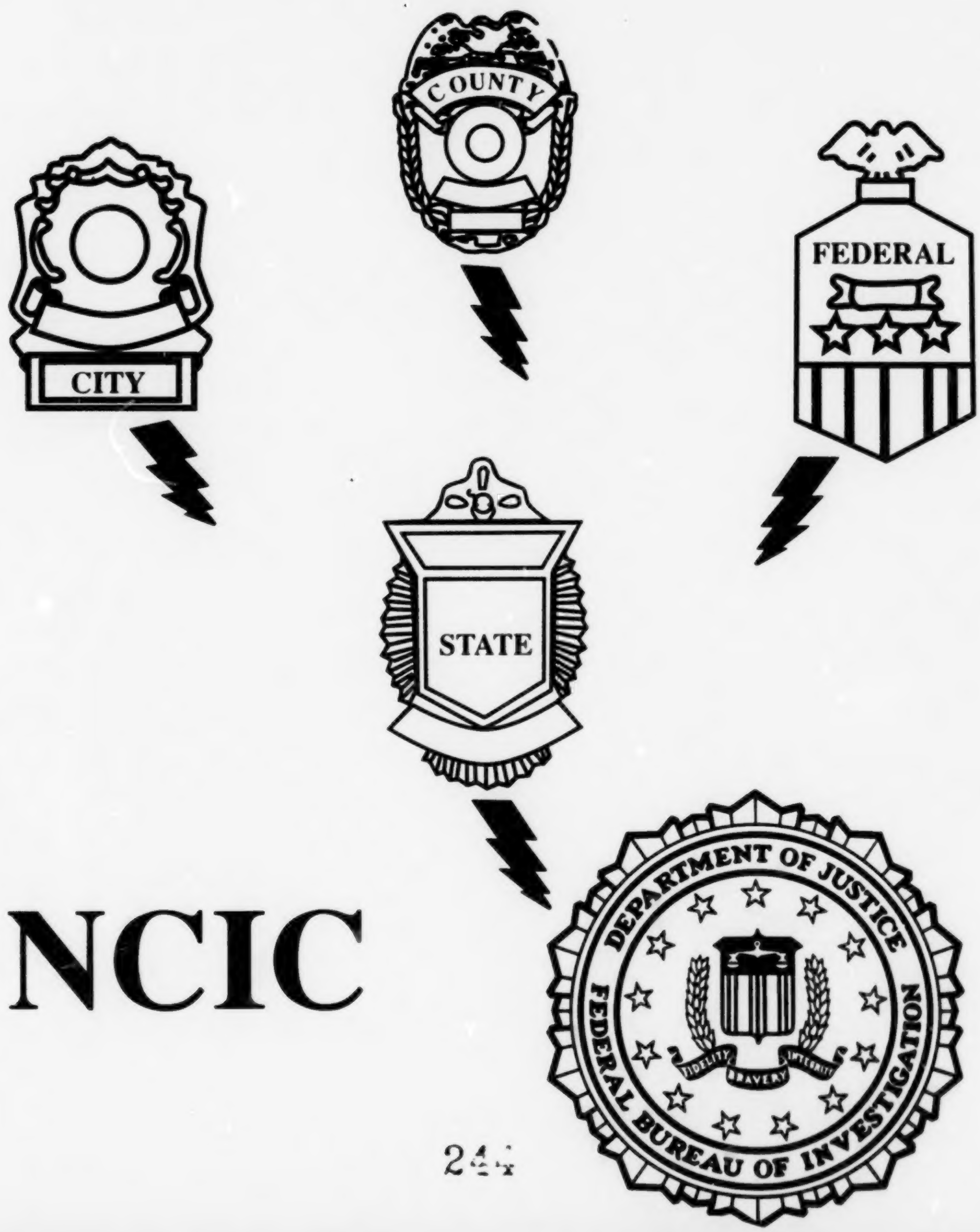
UNRECOVERED, STOLEN, EMBEZZLED, OR COUNTERFEITED SECURITIES RECORD(S), EXCEPT FOR TRAVELER'S CHECKS AND MONEY ORDERS, REMAIN IN NCIC FOR THE REMAINDER OF THE YEAR OF ENTRY PLUS FOUR YEARS OR UNTIL CLEARED OR CANCELED BY THE ENTERING AGENCY.

TRAVELER'S CHECKS AND MONEY ORDERS REMAIN IN NCIC FOR THE REMAINDER OF THE YEAR PLUS TWO YEARS OR UNTIL CLEARED OR CANCELED BY THE ENTERING AGENCY.

U.S.Department of Justice
Federal Bureau of Investigation

VEHICLE FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
CITY
FEDERAL
STATE

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: VEHICLE FILE

TITLE OF INSTRUCTION: THE NCIC VEHICLE FILE

TIME ALLOTTED: FOUR HOURS

TARGET GROUP: FULL ACCESS TERMINAL OPERATORS

INSTRUCTOR:

METHOD OF INSTRUCTION: LECTURE, OVERHEAD TRANSPARENCIES, AND VIDEO TAPE PRESENTATION

DATE: JULY 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of an modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from a NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues, technical information, and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Vehicle File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a vehicle for NCIC purposes.
2. State the purpose of an NCIC vehicle record inquiry, locate, entry, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC vehicle record inquiry, locate, entry, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC vehicle record inquiry, locate, entry, modification, clear, and cancellation transaction.
5. Describe the policy issues and general information that may affect an NCIC vehicle record inquiry, locate, entry, modification, clear, and cancellation transaction.
6. State the retention period for stolen vehicle records.

CRITERION TEST

Definition Section

1. State the definition of a vehicle for NCIC purposes.

2. List the three types of vehicle records that may be entered in the NCIC Vehicle File.

Inquiry Section

1. List three occasions when an NCIC vehicle record inquiry should be made.

2. To inquire on a stolen vehicle record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: (give three examples)

3. An NCIC vehicle inquiry will search only base vehicle records.

   a. True
   b. False

4. An NCIC vehicle inquiry will search only the NCIC Vehicle File.

   a. True
   b. False

5. An NCIC vehicle inquiry using a VIN will search the eight right-most characters of all VINs entered in NCIC possibly providing multiple responses.

   a. True
   b. False

Locate Section

1. A locating agency need not confirm an NCIC record entry with the entering agency before placing a locate.

   a. True
   b. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

Locate Add-On Section

1. A base vehicle record has one add-on vehicle and three add-on vehicle parts. The add-on vehicle and three add-on vehicle parts are all recovered. A separate locate message must be placed for each add-on record.

   a. True
   b. False

Entry Section

1. Vehicle record entries having model year 1981 or later using a 17-character VIN will be edited by the NCIC computer with a check digit calculation.

   a. True
   b. False

2. If a VIN is not available for a stolen vehicle record entry, the vehicle can still be entered, but a VIN needs to be entered within ____ days or the vehicle record will be removed from NCIC.

3. Describe a Vehicle File NCIC (NIC) number.

Entry Vehicle Part Section

1. Name three examples of vehicle parts that may be entered into the Vehicle File.

2. Name one instance when the Miscellaneous Field (MIS) must be used when making a vehicle part entry.

Entry Add-On Vehicle Section

1. State the purpose of the add-on vehicle record.

2. How many add-on vehicles may be appended to a base vehicle record?

Entry Add-On Vehicle Part Section

1. State the purpose of the add-on vehicle part record.

2. Give four examples of add-on vehicle parts.

3. How many add-on vehicle parts may be appended to a base vehicle record?

Modification Section

1. The purpose of an NCIC vehicle record modification is to _____, ______, or ______ information.

2. Any agency may modify a vehicle record.

   a. True
   b. False

Modification Add-On Section

1. An add-on vehicle record cannot be modified.

   a. True
   b. False

Clear Section

1. State when an entering agency would clear a vehicle record.

2. The Date of Recovery can be prior to the Date of Theft.

   a. True
   b. False

Cancellation Section

1. When should an agency cancel a vehicle record entry?

2. Any agency may cancel an NCIC vehicle record.

   a. True
   b. False

Cancellation Add-On Vehicle Section

1. The purpose of an NCIC add-on vehicle record cancellation is to remove an NCIC add-on vehicle record when it is determined that information contained in the record is ______, _______, ________________, or ____.

Cancellation Add-On Vehicle Part Section

1. Cancellation procedures for the NCIC add-on vehicle part record(s) are identical to cancellation procedures for the add-on vehicle record.

   a. True
   b. False

Retention Period Section

1. A vehicle record remains in NCIC indefinitely or until the entering agency clears or cancels the record.

   a. True
   b. False

2. If a stolen vehicle record does not contain a ___ or ___, it will remain in NCIC for ___ days.

3. A felony vehicle record will remain in NCIC for ___ days.

4. How long does a vehicle part record remain in NCIC?

Definition Section

1. NCIC defines a **vehicle as any motor-driven conveyance designed to carry its operator except a boat**.

2. The three types of vehicle records that may be entered in the NCIC Vehicle File are vehicle, felony, and vehicle part.

Inquiry Section

1. NCIC vehicle record inquiries should be made on, but not limited to:

   a. **Vehicles routinely stopped by law enforcement officials**
   b. **Vehicles that appear to be abandoned**
   c. **Vehicles that are in the possession of someone who cannot produce proper ownership documents**

2. Inquiries can be made using **License Plate (LIC) number**; **Vehicle Identification Number (VIN)**; **Owner-Applied Number (OAN)**; **any combination of the preceding three**; or **NCIC (NIC) number**.

3. **False**. An NCIC vehicle inquiry will search vehicle part records, add-on vehicle records, and add-on vehicle part records.

4. **False**. An NCIC vehicle inquiry will automatically search the Vehicle File, the License Plate File, the Wanted Person File, the U.S. Secret Service Protective File, the Foreign Fugitive File, the ATF Violent Felon File, the Missing Person File, and the supplemental trailer records in the Boat File.

5. **True**. An NCIC vehicle inquiry will search the eight right-most characters of all VINs entered in NCIC possibly providing multiple responses.

Locate Section

1. **False**. Before placing a locate, a locating agency must confirm the NCIC record entry with the entering agency.

2. The **$.L. Message** indicates to the entering agency that a locate has been placed on their record.

Locate Add-On Section

1. **True**. If a base vehicle record has one add-on vehicle and three add-on vehicle parts and all are recovered, a separate locate message must be placed for each add-on record.

Entry Section

1. **True**. Vehicle record entries having model year 1981 or later vehicle records using a 17-character VIN will be edited by the NCIC computer with a check digit calculation.

2. If a VIN is not available for a stolen vehicle record entry, the vehicle can still be entered, but a VIN needs to be entered within **90** days or the vehicle record will be removed from NCIC.

3. **A unique Vehicle File NCIC (NIC) number begins with the letter "V" and is followed by nine numeric characters.**

Entry Vehicle Part Section

1. Examples of vehicle parts for record entry are **an unrecovered vehicle identification number plate**, **certificate of origin/certificate of title**, or **a serially numbered: backhoe**, **hay baler**, **engine**, **transmission**, **battery**, **carburetor**, **door**, **bumper**, **hubcap**.

2. The MIS Field must be used when making a vehicle part entry in the following instances:

   a. **When the codes PART, ENGN, and TRMN are used in the BRA Field, the complete brand name must be entered in the MIS Field**.
   b. **A brief description of the vehicle part must appear in the MIS Field.**

Entry Add-On Vehicle Section

1. **The purpose of an NCIC add-on vehicle record entry is to link a stolen vehicle record in a series-type record within the NCIC Vehicle File with an add-on vehicle which includes any trailer stolen in conjunction with an automobile, tractor, truck, and any additional license data for a base vehicle which was registered in more than one state at the time of theft**.

2. **Two** add-on vehicles may be appended to a base vehicle record entry.

Entry Add-On Vehicle Part Section

1. The purpose of an NCIC add-on vehicle part entry is to link together a stolen vehicle and its parts in a series-type record within the NCIC Vehicle File.

2. Examples of add-on vehicle parts are an engine, transmission, harrow, or backhoe. (See NCIC Code Manual for more examples.)

3. Seven add-on vehicle parts may be appended to a base vehicle record.

Modification Section

1. The purpose of an NCIC vehicle record modification is to add, delete, or change information.

2. **False**. Only the entering agency may modify a vehicle record.

Modification Add-On Section

1. **True**. An NCIC add-on vehicle record cannot be modified. The add-on vehicle record must be canceled and reentered.

Clear Section

1. A vehicle record is cleared when the entering agency recovers the vehicle or is officially advised that another agency has recovered the vehicle.

2. **False**. The Date of Recovery cannot be prior to Date of Theft.

Cancellation Section

1. A vehicle record is canceled when the entering agency determines that the record contains valid or inaccurate information.

2. **False**. Only the entering agency may cancel a vehicle record.

Cancellation Add-On Vehicle Section

1. The purpose of an NCIC add-on vehicle record cancellation is to remove an NCIC add-on vehicle record when it is determined that information contained in the record is invalid, inaccurate, needs to be updated, or that the add-on vehicle has been recovered.

Cancellation Add-On Vehicle Section

1. **True**. Cancellation procedures for the NCIC add-on vehicle part record(s) are identical to cancellation procedures for the add-on vehicle record.

Retention Period Section

1. **False**. A stolen vehicle will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency.
2. If a stolen vehicle record does not contain a **VIN** or **OAN**, it will remain in NCIC for **90** days.
3. A felony vehicle record will remain in NCIC for **90** days.
4. A vehicle part record will remain in NCIC for **the year of entry plus four or until the record has been cleared or canceled by the entering agency**.

ITEMS AND MATERIALS

Overhead Transparencies, Overhead Projector, Screen,
VCR and Monitor
Video Tapes - NCIC "Vehicle File - The Winning Team"
NCIC "Vehicle File for Law Enforcement Officers"

OVERHEAD TRANSPARENCIES (OH):

VF-OH #1	NCIC VEHICLE FILE
VF-OH #2	TYPES OF VEHICLE RECORDS
VF-OH #3	REQUIREMENTS FOR NCIC VEHICLE RECORD INQUIRY
VF-OH #4	CROSS-SEARCH
VF-OH #5	PARTIAL VIN SEARCH
VF-OH #6	PARTIAL VIN SEARCH continued
VF-OH #7	INQUIRY USING A LICENSE PLATE NUMBER
VF-OH #8	INQUIRY USING A LICENSE PLATE NUMBER continued
VF-OH #9	INQUIRY USING A LICENSE PLATE NUMBER continued
VF-OH #10	LOCATE OF NCIC VEHICLE RECORD
VF-OH #11	LOCATE OF NCIC ADD-ON VEHICLE RECORD
VF-OH #12	LOCATE OF NCIC ADD-ON VEHICLE PART RECORD
VF-OH #13	ENTRY OF NCIC VEHICLE RECORD
VF-OH #14	ENTRY OF NCIC FELONY VEHICLE RECORD
VF-OH #15	ENTRY OF NCIC VEHICLE PART RECORD
VF-OH #16	ENTRY OF NCIC ADD-ON VEHICLE RECORD
VF-OH #17	ENTRY OF NCIC ADD-ON VEHICLE PART RECORD
VF-OH #18	MODIFICATION OF NCIC VEHICLE RECORD
VF-OH #18	MODIFICATION OF NCIC VEHICLE PART RECORD
VF-OH #18	MODIFICATION OF NCIC ADD-ON VEHICLE RECORD
VF-OH #18	MODIFICATION OF NCIC ADD-ON VEHICLE PART RECORD
VF-OH #19	CLEAR OF NCIC VEHICLE RECORD
VF-OH #19	CLEAR OF NCIC VEHICLE PART RECORD
VF-OH #19	CLEAR OF NCIC ADD-ON VEHICLE RECORD
VF-OH #19	CLEAR OF NCIC ADD-ON VEHICLE PART RECORD
VF-OH #20	CANCELLATION OF NCIC VEHICLE RECORD
VF-OH #20	CANCELLATION OF NCIC VEHICLE PART RECORD
VF-OH #20	CANCELLATION OF NCIC ADD-ON VEHICLE RECORD
VF-OH #20	CANCELLATION OF NCIC ADD-ON VEHICLE PART RECORD
VF-OH #21	RETENTION PERIOD
VF-OH #22	RETENTION PERIOD continued

HANDOUT MATERIALS (HD):

VF-HD #1	"NCIC Training Hit or Miss"
VF-HD #2	"Vehicle, Driver, and Property Quickly Identified"
VF-HD #3	"And the Hits Keep Coming"
VF-HD #4	"Vehicle Data Helps Identify Missing"
VF-HD #5	"Suspects Identified and Linked With Stolen Vehicles"
VF-HD #6	"Report on the Vehicle and Wanted Person Files Survey, April, 1988"
VF-HD #7	"NCIC File Reference Card"

I. INTRODUCTION

THIS FOUR-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC VEHICLE FILE.

The NCIC Vehicle File, created in 1967, exists to provide assistance in the recovery of stolen vehicles, vehicles involved in the commission of a crime, and in the recovery of stolen vehicle parts. As of January 1, 1992, there were 1,555,975 records entered in the NCIC Vehicle File.

An estimative total of 1,635,907 motor vehicle thefts occurred in the United States during 1990. Early projections for 1991 estimate a 2% increase of motor vehicle theft. Because of this high volume of theft, the NCIC Vehicle File has the most transactions occurring on a daily basis, at least 50% of the one million transactions that NCIC processes daily. Therefore, it is imperative that the terminal operator be knowledgeable of the capabilities of the Vehicle File, so as to be of assistance to the officer on the street in recovering property and making arrests.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Vehicle File. Effective utilization of the NCIC Vehicle File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

REFERENCES

IO - Instructional Objective

OH - Overhead Transparency

HD - Handout Material

OH #1

II. DEFINITION OF A VEHICLE FOR NCIC PURPOSES

IO #1

NCIC defines a vehicle as any motor-driven conveyance designed to carry its operator except a boat. A stolen vehicle part is defined as any serially numbered, integral, vehicle part which has been stolen from a vehicle. These definitions include, but are not limited to:

Aircraft
Trailers
VIN Plates
Engine
Door
Hubcap
Backhoe
Hay Baler
Transmission
Carburetor
Bumper

OH #2

There are three types of vehicle records. A **stolen vehicle record** may be entered in the NCIC Vehicle File when the vehicle is reported stolen to an authorized agency and an up-to-date theft report is on file. A **felony vehicle record** may be entered in file providing the vehicle was used in a commission of a crime and the whereabouts of the vehicle is unknown. A **stolen vehicle part record** may be entered when the part is reported as stolen to an authorized agency and an up-to-date theft report is on file.

III. INQUIRY OF NCIC VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle record inquiry is to determine if a vehicle is listed in NCIC as stolen or used in the commission of a crime. Inquiries should be made on, but not limited to:

1. Vehicles routinely stopped by law enforcement officials,
2. Vehicles that appear to be abandoned,
3. Vehicles that are in the possession of someone who cannot produce proper ownership documents.

B. Requirements

IO #3
OH #3
HD #2
HD #3

1. To inquire on a stolen vehicle record, the Message Key (MKE) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields:
   - a. License plate (LIC) number
     or
   - b. Vehicle Identification Number (VIN)
     or
   - c. Owner-Applied Number (OAN)
     or
   - d. NCIC (NIC) number

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

An NCIC vehicle record inquiry will cause the NCIC computer to transmit the following responses:

1. Hit or positive response - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC vehicle record(s).
   and

2. Cross Search - An NCIC vehicle record inquiry will automatically search the Vehicle File, the License Plate File, the Boat File, the Wanted Person File, the U.S. Secret Service Protective File, the Foreign Fugitive File, the ATF Violent Felon File, and the Missing Person File. * — OH #4 — HD #4

   or

3. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC vehicle record or in any active NCIC records from the cross search.

   or

4. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

* **REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

1. Policy Issues

   a. Vehicle Record

      1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the vehicle in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information.)
      2) When making an inquiry using the Owner-Applied Number (OAN) or Serial number (SER), the message field code VIN must be used.

2. General Information

a. Vehicle Record

1) A minimum of the eight right-most characters of the VIN can be used to perform a vehicle inquiry transaction. However, users should always use the entire VIN available to them when performing the inquiry transaction. A caveat will be provided for only those matches which correspond in the last eight characters, but for which the entire VIN provided does not match. This caveat will not be provided if the match is exact on all characters of the VIN. * OH #5 OH #6

2) For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. **

3) The LIS and VMA are not required for a vehicle inquiry, but should be included. Using the LIS will limit the search.

4) An inquiry containing only license plate data may produce a record response from other NCIC files containing a VIN. When this happens, a second computer search is automatically generated on the VIN contained in the record response. ** OH #7 OH #8 OH #9

5) For any inquiry transaction, up to three numbers (VIN, SER, and/or OAN) may be included after the message field code VIN. ***

6) An NCIC vehicle record inquiry will search the vehicle part and add-on vehicle record(s).

* **REFER TO "NCIC TECHNICAL AND OPERATIONAL UPDATE", 90-3, 2.2 "Implementation of New Vehicle Identification Number Search Procedures," p. 2-1**

** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.

*** CHECK WITH YOUR CTA AND REGIONAL INTERFACE AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

IV. INQUIRY OF NCIC VEHICLE PART RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle part inquiry is to determine if a vehicle part is listed in NCIC as stolen. Inquiries should be made on, but are not limited to:

1. Parts observed in a vehicle salvage yard or chop shop,
2. Parts observed in a place of repair,
3. Parts observed in a parts sales company.

B. Requirements

IO #3

1. To inquire on a stolen vehicle part record, the Message Key (MKE) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   a. Vehicle Identification Number (VIN) *
   or
   b. NCIC (NIC) number

* **WHEN MAKING AN INQUIRY USING THE OAN OR SER, THE MESSAGE FIELD CODE VIN MUST BE USED.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

IO #4

An NCIC vehicle part inquiry will cause the NCIC computer to transmit the following responses:

1. Hit or positive response - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC vehicle part record.
   and
2. Cross Search - An NCIC vehicle part record inquiry will automatically search the Vehicle File, the License Plate File, the Boat File, the Wanted Person File, the U.S. Secret Service Protective File,

the Foreign Fugitive File, the ATF Violent Felon File, and the Missing Person File. *

or

3. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC vehicle part record or in any active NCIC records from the cross search.

or

4. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines IO #5

1. Policy Issues

   a. Vehicle Part Record

      1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the vehicle in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information.)
      2) When making an inquiry using the Owner-Applied Number (OAN) or Serial number (SER), the message field code VIN must be used.

2. General Information

   a. Vehicle Part Record

      1) A minimum of the eight right-most characters of the OAN or SER can

be used to perform a vehicle part inquiry transaction. However, users should always use the entire OAN or SER available to them when performing the inquiry transaction. A caveat will be provided for only those matches which correspond in the last eight characters, but for which the entire OAN or SER provided does not match. This caveat will not be provided if the match is exact on all characters of the OAN or SER. *

2) For any inquiry transaction, up to three numbers (VIN, SER, and/or OAN) may be included after the message field code VIN. **
3) An NCIC vehicle record inquiry will search the vehicle part and add-on vehicle record(s).

* **REFER TO "NCIC TECHNICAL AND OPERATIONAL UPDATE", 90-3, 2.2 "Implementation of New Vehicle Identification Number Search Procedures," p. 2-1.**

** **CHECK WITH YOUR CTA AND REGIONAL INTERFACE AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.**

V. INQUIRY OF NCIC ADD-ON VEHICLE AND/OR ADD-ON VEHICLE PART RECORD

A. Purpose

IO #2

The purpose of an NCIC add-on vehicle record inquiry is to determine if a vehicle part, trailer, or any additional license data for a base vehicle is listed in NCIC as stolen. Inquiries should be made on, but not limited to:

1. Combination vehicles, such as tractor trailer rigs,
2. Parts observed in a vehicle salvage yard or chop shop,
3. Parts observed in a place of repair,
4. Parts observed in a parts sales company.

B. Requirements

IO #3

1. To inquire on a stolen add-on vehicle record, the Message Key (MKE) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   a. License plate (LIC) number
      or
   b. Vehicle Identification Number (VIN)
      or
   c. Serial (SER) number *
      or
   d. Owner-Applied Number (OAN) *
      or
   e. NCIC (NIC) number

*** WHEN MAKING AN INQUIRY USING THE OAN OR SER, THE MESSAGE FIELD CODE VIN MUST BE USED.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

IO #4

An NCIC vehicle inquiry will search add-on vehicle records and cause the NCIC computer to transmit the following responses:

1. Hit or positive response - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC add-on vehicle record.
   and
2. Cross Search - An NCIC add-on vehicle record inquiry will automatically search the **Vehicle File**, the License Plate File, the Boat File, the Wanted Person File, the U.S. Secret Protective File, the Foreign Fugitive File, the ATF Violent Felon File, and the Missing Person File.*
   or
3. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC add-on vehicle record or in any active NCIC records from the cross search.
   or
4. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

IO #5

1. Policy Issues

   a. Add-On Vehicle Record

      1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the vehicle in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information.)

2) When making an inquiry using the Owner-Applied Number (OAN) or Serial number (SER), the message field code VIN must be used.

2. General Information

a. Add-on Vehicle Record

1) A minimum of the eight right-most characters of the VIN can be used to perform a vehicle inquiry transaction. However, users should always use the entire VIN available to them when performing the inquiry transaction. A caveat will be provided for only those matches which correspond in the last eight characters, but for which the entire VIN provided does not match. This caveat will not be provided if the match is exact on all characters of the VIN. *
2) For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. **
3) For any inquiry transaction, up to three numbers (VIN, SER, and/or OAN) may be included after the message field code VIN. ***
4) The LIS and VMA are not required for a vehicle inquiry, but should be included. Using the LIS will limit the search.
5) An inquiry containing only license plate data may produce a record response from other NCIC files containing a VIN. When this happens, a second computer search is automatically generated on the VIN contained in the record response. **
6) An NCIC vehicle record inquiry will search the vehicle part and add-on vehicle record(s).

* REFER TO "NCIC TECHNICAL AND OPERATIONAL UPDATE", 90-3, 2.2 "Implementation of New Vehicle Identification Number Search Procedures," p. 2-1.

** REFER TO NCIC/OPERATING MANUAL FOR FURTHER DETAILS.

*** CHECK WITH YOUR CTA AND REGIONAL INTERFACE AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

VI. LOCATE OF NCIC VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle record locate is to indicate that an agency other than the entering agency has recovered the vehicle.

B. Requirements

IO #3

OH #10

1. To locate a stolen vehicle record, the Message Key (KEY) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields:
    a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Recovery, Recovering Agency Case number,
    or
    b. Vehicle Identification Number (VIN), OCA, Date of Recovery, Recovering Agency Case number,
    or
    c. License Plate (LIC) number, OCA, Date of Recovery, Recovering Agency Case number,
    or
    d. Serial (SER) number, OCA, Date of Recovery, Recovering Agency Case number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC stolen vehicle record locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed
   and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record,
   or

3. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

additionally

4. Other Administrative Message

   a. $.P. (Purge) Administrative Message - indicates to the entering agency that the record has been purged from NCIC. The $.P. administrative message is generated following the NCIC scheduled purges (first Sunday of each month).

INSTRUCTOR'S NOTE: THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED BY ANOTHER AGENCY AND NOT CLEARED BY THE ENTERING AGENCY FROM NCIC.

REFER TO VEHICLE FILE LESSON PLAN PART CLEAR OF NCIC RECORD.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Vehicle Record

      1) Before placing a locate, the entering agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan.)
      2) Following confirmation with the entering agency, a locate message must be placed on the recovered vehicle record.

2. General Information

   a. Vehicle Record

      1) The Date of Recovery cannot be prior to the Date of Theft.

2) If the locating agency is the entering agency, a locate transaction cannot be performed.
3) A record in locate status cannot be modified.
4) The message key translation changes from "STOLEN VEHICLE" to "LOCATED VEHICLE." Then the Date of Recovery and Recovering Agency Case number replace the Miscellaneous Field data in the record.
5) To help ensure the accuracy of NCIC records, the National Insurance Crime Bureau (NICB) is permitted to locate an NCIC Vehicle File record, when NICB receives information concerning the recovery of a stolen vehicle. Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery.*
6) A locate appended to a base vehicle record will also place a locate on any associated add-on vehicle record(s).

VII. LOCATE OF NCIC VEHICLE PART RECORD

INSTRUCTOR'S NOTE: LOCATE PROCEDURES FOR THE NCIC VEHICLE PART RECORD ARE IDENTICAL TO LOCATE PROCEDURES FOR THE VEHICLE BASE RECORD. SEE PART VI. "LOCATE OF THE NCIC VEHICLE RECORD."

VIII. LOCATE OF NCIC ADD-ON VEHICLE AND/OR ADD-ON VEHICLE PART RECORD(S)

A. Purpose

IO #2

The purpose of an NCIC add-on vehicle and/or add-on vehicle part record locate is to indicate that an agency other than the entering agency has recovered the add-on vehicle or add-on vehicle part.

B. Requirements

IO #3

1. To locate a stolen add-on vehicle and/or add-on vehicle part record, the Message Key (MKE) and the Originating Agency Identifier (ORI) must be used, in addition to the following fields: OH #11 OH #12
   a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Recovery, Recovering Agency Case number,
   or
   b. Vehicle Identification Number (VIN), OCA, Date of Recovery, Recovering Agency Case number,
   or
   c. License Plate (LIC) number, OCA, Date of Recovery, Recovering Agency Case number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC stolen add-on vehicle and/or add-on vehicle part locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed
   and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record,
   or
3. Reject - indicates to the entering in either agency that the locate was

unsuccessful due to an error in either the date, codes, or format of the NCIC locate.
additionally

4. Other Administrative Message

   a. $.P. (Purge) Administrative Message - indicates to the entering agency that their record has been purged from NCIC. The $.P. administrative message is generated following the NCIC scheduled purges (first Sunday of each month).

INSTRUCTOR'S NOTE: THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED AND NOT CLEARED FROM NCIC.

REFER TO VEHICLE FILE LESSON PLAN PART CLEAR OF NCIC RECORD.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Add-On Vehicle and/or Add-on Vehicle Part Record

      1) Before placing a locate, the entering agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan).
      2) Following confirmation with the entering agency, a locate message must be placed on the recovered add-on vehicle and/or add-on vehicle part record.

2. General Information

   a. Add-On Vehicle and/or Add-on Vehicle Part Record

      1) The Date of Recovery cannot be prior to the Date of Theft.

2) If the locating agency is the entering agency, a locate transaction cannot be performed.
3) A record in locate status cannot be modified.
4) If a locate is placed on the base Vehicle File record, the entire record (including the add-on vehicle and/or add-on vehicle part record) will also be located.
    a) If only the add-on vehicle and/or add-on vehicle part record is located, an add-on vehicle or add-on vehicle part locate transaction should be used to locate only the add-on vehicle and/or add-on vehicle part record.
5) The message key translation for the add-on vehicle record changes from "EVS_" to "LVS_". The message key translation for the add-on vehicle part record changes from "EPS_" to "LPS_." Then the Date of Recovery, the Recovering Agency ORI, and Recovering Agency Case number replace the Miscellaneous Field data in the record.
6) If more than one add-on vehicle and/or add-on vehicle part record has been recovered for one base Vehicle File record, a separate add-on vehicle or add-on vehicle part transaction has to be used to locate each add-on vehicle and/or add-on vehicle part record.
7) Any unrecovered add-on vehicle record may be reentered:
    a) as a base vehicle record for an unrecovered trailer,
       or
    b) as a License Plate File record for an unrecovered license plate.
8) Any unrecovered add-on vehicle part record(s) should be reentered as a base vehicle part record(s), unless the vehicle part record can be appended to an associated base vehicle record.

IX. ENTRY OF NCIC VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle record entry is to place a stolen vehicle record or felony vehicle record into NCIC making it available to authorized criminal justice agencies.

1. A stolen vehicle record may be entered when a theft report has been made with a unique vehicle identification number, license plate number, or owner-applied number.

2. Loaned, rented, or leased vehicles not returned may be entered if a theft report is made or a filed complaint results in the issuance of a warrant charging an individual with embezzlement or theft.

3. A felony vehicle may be entered providing the whereabouts of the vehicle is unknown.

B. Requirements

IO #3

1. Vehicle records entered into NCIC must include the following fields: OH #13

   a. Message Key (MKE)
   b. Originating Agency Identifier (ORI)
   c. Vehicle Year (VYR)
   d. Vehicle Make (VMA)
   e. Vehicle Style (VST)
   f. Date of Theft (DOT)
   g. Originating Agency Case (OCA) number
   and at least one of the following numeric identifiers: HD #5
   h. License Plate (LIC) number (in which case all license data fields must be filled -
      1) License State (LIS)
      2) License Year of Expiration (LIY)
      3) License Type (LIT))
   i. Vehicle Identification Number (VIN)
   j. Owner-Applied Number (OAN)

2. Felony vehicle records entered into NCIC must include the following fields: OH #14

   a. MKE
   b. ORI
   c. VMA
   d. DOT
   e. OCA
      and at least one of the following numeric identifiers:
   f. LIC (additional license data, i.e., LIS, LIY, and LIT are not required in a felony vehicle entry, but should be included if available)
   g. VIN

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC vehicle record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the vehicle record has been successfully entered into NCIC.
   and
2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the vehicle record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.
   and
3. The $.8. Administrative Message - indicates to the state of registry that a vehicle has been stolen in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming. *
   or
4. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry. **

* INSTRUCTOR'S NOTE: REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.

** IF THE ORI, VIN, VMA, or ORI, LIC, LIS, LIY, LIT, or ORI, OAN, VMA, OCA FIELDS IN A VEHICLE RECORD TO BE ENTERED ARE IDENTICAL TO A VEHICLE RECORD ON FILE, THE ENTRY WILL BE REJECTED.

IF THE ORI, VIN, VMA, or ORI, LIC, LIS, LIY, LIT FIELDS IN A FELONY VEHICLE RECORD TO BE ENTERED ARE IDENTICAL TO AN NCIC RECORD ON FILE, THE ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Vehicle Record

      1) An NCIC vehicle entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.
      2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring that all available cross checks were made, e.g. VIN, LIC, and that the data in the NCIC record matches the data in the investigative report.
      3) When a Vehicle Identification Number (VIN) or Owner-Applied Number (OAN) is not available at the time of entry, the VIN or OAN must be obtained and entered within 90 days or the stolen vehicle will be suppressed and then purged from NCIC. *
      5) Entries of model year 1981 or later vehicle records with a 17-

character VIN will be edited by the NCIC computer as follows: the ninth position must conform to the check digit formula and the tenth position must be compatible with the Vehicle Year Field of the record. *

6) When entering motorcycle VINs, the frame serial number must be entered in the VIN Field and the engine serial number entered in the OAN Field. **

7) VINs exceeding 20 characters must be shown completely in the Miscellaneous Field (MIS). The right-most 20 characters must be entered in the VIN Field.

8) License plate numbers exceeding eight characters must be shown completely in the MIS Field.

9) Partial license plate numbers (LIC) must not be entered, unless the LIC is more than eight characters.

10) When a license plate has symbols or hyphens used to separate two elements of its numbers, it must be shown in its entirety, properly hyphenated, in the MIS Field.

11) An agency entering a record for a vehicle registered in another state must advise the NCIC Control Terminal Agency (CTA) in the state of registry about such an entry if the state of registry is not a $.8. program participant. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.

12) Every assembled vehicle that does not have a manufacturer's-assigned VIN must be coded VMA/ASVE with the known manufacturer's name spelled out in the MIS Field.

13) Manufacturer-assembled replica cars and kits having a manufacturer's assigned VIN must be assigned a unique VMA code, providing the name of the manufacturer is displayed on the assembled vehicle or kit. *

14) Every aircraft make must be coded VMA/AERO with the known manufacturer's name spelled out in the MIS Field.

15) An all-terrain vehicle (ATV) is a vehicle that does not fit under any other NCIC VMA Code; therefore, it must be coded VMA/ATV with the known manufacturer's name spelled out in the MIS Field. *

16) If a construction equipment make code is not listed, the code VMA/COEQ must be entered with the known manufacturer's name spelled out in the MIS Field.

17) Every dune buggy make must be coded VMA/SPEC with the known manufacturer's name spelled out in the MIS Field.

18) If farm and garden equipment make codes are not listed, the code VMA/FARM must be entered with the known manufacturer's name spelled out the in the MIS Field.

19) Every go-cart, golf cart, and motorized wheelchair must be coded VMA/SPEC with the known manufacturer's name spelled out in the MIS Field.

20) If a motorcycle make code is not listed, the code VMA/CYCL must be entered with the known manufacturer's name spelled out in the MIS Field.

21) If a motorcycle is homemade, the code VMA/HOMD must be entered.

22) If a motorcycle is reconstructed, the code VMA/RECO must be entered.

23) Every snowmobile must be coded VMA/SNOW with the known manufacturer's name spelled out in the MIS Field.

24) If a trailer make code is not listed, the code VMA/TRLR must be entered. Enter the make of the trailer as the first item in the MIS Field.

25) If a trailer is reconstructed, the code VMA/RCON must be entered.

26) If a truck make code is not listed, the code VMA/TRUK must be

entered. Enter the make of the truck as the first item in the MIS Field.

27) A reconstructed motor home must be entered with the code VMA/REMH.

*** INSTRUCTOR'S NOTE: REFER TO THE NCIC/STATE OPERATING MANUAL FOR FURTHER INSTRUCTIONS.**

**** IN THOSE STATES THAT DO NOT ALLOW AN OAN FIELD, ENTER THE SAME NUMBER IN BOTH THE VIN AND MIS FIELDS.**

2. General Information

a. Vehicle Record

1) The character "-P" may be added to the MKE to indicate that the vehicle should be held for latent fingerprints.
2) The character "-A" may be added to the MKE if the occupant(s) of the vehicle in question is known to be armed.
3) The character "-F" may be added to the MKE if a combination of the above two conditions exist.
4) For stolen vehicles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the Owner-Applied Number Field (OAN). Those states that do not have a OAN Field should enter the state-assigned VIN in the VIN Field and place the word "SVIN" as the first item in the MIS Field.
5) If the year of manufacture is unknown, the vehicle year should be estimated and the wording "VYR/ESTIMATED" should be placed in the MIS Field.
6) If the vehicle record contains a VIN or Serial number (SER), the SER or VIN cannot be the same as the OAN.
7) An OAN is not permitted in a felony vehicle entry.

8) If a vehicle has a unique identification number which has been assigned in connection with a theft prevention program, the number may be entered as the only numeric identifier or in addition to a VIN or SER.
9) The VOD Field is a one-character field reserved to show the National Insurance Crime Bureau (NICB) interest in a stolen vehicle record. A law enforcement agency may upon receiving authorization from NICB fill the VOD Field. If a law enforcement agency does not receive authorization, only NICB may later fill this field.
10) When entering a felony vehicle record, a brief description of the vehicle should appear in the MIS Field.
11) Only license plate characters that are all alphabetic, all numeric, or a combination thereof, may be entered.
12) Entry is prohibited for any license plate number that contains a symbol used as a substantive part of the plate number, but not used as a separator between two elements (county designator and sequential number) of the plate number. *
13) When one character appears over another, enter the top character first immediately followed by the bottom character, e.g., $\underset{\text{B}}{\underline{\text{A}}}\text{C123}$ enter as ABC123.
14) A successful NCIC vehicle entry will generate a unique NCIC (NIC) number beginning with the letter "V" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and cancellation transactions.

* INSTRUCTOR'S NOTE: REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER INFORMATION.

ANY LAW ENFORCEMENT AGENCY MAY REQUEST DATA FROM THE NATIONAL INSURANCE CRIME BUREAU (NICB) FILES OR REQUEST NICB's YEARLY PASSENGER VEHICLE IDENTIFICATION MANUALS. ONE OF NICB'S AREAS OF EXPERTISE IS IN RECONSTRUCTING ALTERED OR OBLITERATED VINS.

SHOW NCIC "VEHICLE FILE FOR LAW ENFORCEMENT OFFICERS" VIDEO (VIDEO PLAYING TIME - 7:13 MINUTES)

X. ENTRY OF NCIC VEHICLE PART RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle part entry is to place a stolen vehicle part record into NCIC making it available to authorized criminal justice agencies.

1. A stolen vehicle part record may be entered when a theft report has been made with a unique serial number or owner-applied number.

2. An unrecovered vehicle identification number plate, certificate of origin/certificate of title, or a serially numbered: backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, or hubcap may be entered in the Vehicle File as a stolen part record. *

* **REFER TO NCIC/STATE OPERATING AND CODE MANUALS FOR FURTHER DETAILS.**

B. Requirements

IO #3

1. Vehicle part records entered into NCIC must include the following fields:

OH #15

   a. Message Key (MKE)
   b. Originating Agency Identifier (ORI)
   c. Brand (BRA)
   d. Category (CAT)
   e. Date of Theft (DOT)
   f. Originating Agency Case (OCA) Number
   g. Brief description of the stolen part in the MIS Field
   and at least one of the following numeric identifiers:
   h. Serial (SER) number
   i. Owner-Applied Number (OAN)

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC vehicle part record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the vehicle record has been successfully entered into NCIC.
   and
2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the vehicle part record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.
   or
3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry. *

*** IF THE ORI, SER, BRA, CAT or ORI, OAN, BRA, CAT, OCA FIELDS IN A STOLEN VEHICLE PART RECORD TO BE ENTERED ARE IDENTICAL TO A VEHICLE PART RECORD ON FILE, THE ENTRY WILL BE REJECTED.**

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Vehicle Part Record

      1) An NCIC vehicle part entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.
      2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the

record should include assuring that all available cross checks were made, e.g. BRA, CAT, SER, and that the data in the NCIC record matches the data in the investigative report.

3) When entering a stolen vehicle part, the serial number of the part must be entered in the SER Field.
4) When the codes PART, ENGN, and TRMN are used in the BRA Field, the complete brand name must be entered in the MIS Field.
5) A brief description of the vehicle part must appear in the MIS Field.

2. General Information

a. Vehicle Part Record

1) The character "-P" may be added to the MKE to indicate that the vehicle part should be held for latent fingerprints.
2) Unmounted serialized truck campers (includes shell type) are to be entered in the Vehicle Part File.
3) If an item(s) associated with a stolen vehicle is entered as a part, each separate entry should be cross-referenced to the other(s) by entering the NIC number(s) of the related record(s) in the MIS Field of each entry.
4) The VIN of a vehicle may be entered in the SER Field only when the stolen part is a VIN plate.
5) If the brand name for a part is not listed, the part may be entered using the generic code PART, listing the true manufacturer's name in the MIS Field.
6) If a vehicle part has a unique identification number which has been assigned in connection with a theft prevention program, the number can be entered in the OAN Field.

XI. ENTRY OF NCIC ADD-ON VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC add-on vehicle record entry is to link a stolen vehicle record in a series-type record within the NCIC Vehicle File with an add-on vehicle which includes any trailer stolen in conjunction with an automobile, tractor, truck, and any additional license data for a base vehicle which was registered in more than one state at the time of theft.

B. Requirements

IO #3

OH #16

1. Add-on vehicle record(s) entered into NCIC must include the following fields:

    a. Message Key (MKE)
    b. Originating Agency Identifier (ORI)
    c. NCIC (NIC) number of the base stolen vehicle record to which the add-on record is being appended
    or
    d. License Plate (LIC) number of the base stolen vehicle record to which the add-on record is being appended
    or
    e. Vehicle Identification Number (VIN) of the base stolen vehicle record to which the add-on record is being appended
    f. Originating Agency Case (OCA) number of the base stolen vehicle record to which the add-on record is being appended
    and at least one of the following numeric identifiers:
    g. License Plate (LIC) number (in which case all license data fields must be filled -
        1) License State (LIS)
        2) License Year of Expiration (LIY)
        3) License Type (LIT)
    h. Vehicle Identification Number (VIN) (in which case the Vehicle Make (VMA) Field must be filled)
    i. Owner-Applied Number (OAN) (in which case the VMA Field must be filled)

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

IO #4

An NCIC add-on vehicle record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the add-on vehicle record has been successfully entered into NCIC.
   and
2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the add-on vehicle record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.
   and
3. The $.8. Administrative Message - indicates to the state of registry that a vehicle has been stolen in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming. *
   or
4. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry. **

* **INSTRUCTOR'S NOTE: REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

** **IF THE ORI, LIC, LIS, LIY, LIT or ORI, VIN, VMA, or OAN, VMA, OCA FIELDS IN AN ADD-ON VEHICLE RECORD TO BE ENTERED ARE IDENTICAL TO AN NCIC RECORD ON FILE, THE ENTRY WILL BE REJECTED.**

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

IO #5

D. Guidelines

1. Policy Issues

a. Add-On Vehicle Record *

1) An NCIC add-on vehicle entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring that all available cross checks were made, e.g. VIN, LIC, and that the data in the NCIC record matches the data in the investigative report.

3) If the VIN and VMA or OAN and VMA Fields are used, the Vehicle Model (VMO) Field must be coded TL.

4) If the VMO Field is coded TL, the Vehicle Year (VYR) Field must be filled.

* **INSTRUCTOR'S NOTE: SEE PART IX. "ENTRY OF NCIC VEHICLE RECORD" FOR ADDITIONAL APPLICABLE POLICY ISSUES.**

2. General Information *

a. Add-On Vehicle Record

1) An add-on vehicle record cannot be appended to a felony vehicle record or a vehicle part record.

2) A maximum of two stolen vehicles may be added to a base vehicle record.

* **INSTRUCTOR'S NOTE: SEE PART IX. "ENTRY OF NCIC VEHICLE RECORD" FOR ADDITIONAL APPLICABLE GENERAL ISSUES.**

XII. ENTRY OF NCIC ADD-ON VEHICLE PART RECORD

A. Purpose

IO #2

The purpose of an NCIC add-on vehicle part entry is to link together a stolen vehicle and its parts in a series-type record within the NCIC Vehicle File.

An add-on part is any integral or vehicle part, e.g., engine, transmission, harrow, backhoe, which has been stolen in conjunction with a vehicle for which a base vehicle record has already been established.

B. Requirements

IO #3

1. Add-on vehicle part record(s) entered into NCIC must include the following fields: OH #17

   a. Message Key (MKE)
   b. Originating Agency Identifier (ORI)
   c. NCIC (NIC) number of the base stolen vehicle record to which the add-on record is being appended
   or
   d. License Plate (LIC) number of the base stolen vehicle record to which the add-on record is being appended
   or
   e. Vehicle Identification Number (VIN) of the base stolen vehicle record to which the add-on record is being appended
   f. Originating Agency Case (OCA) number of the base stolen vehicle record to which the add-on record is being appended
   g. Brand (BRA)
   h. Category (CAT)
   i. Miscellaneous Field (MIS)
   and at least one of the following numeric identifiers:
   j. Serial (SER) number
   k. Owner-Applied Number (OAN)

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses IO #4

An NCIC add-on vehicle part record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the add-on vehicle part record has been successfully entered into NCIC.
   and
2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the add-on vehicle part record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.
   or
3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry. *

*** INSTRUCTOR'S NOTE: IF THE ORI, SER, BRA, CAT or ORI, OAN, BRA, CAT, OCA FIELDS IN AN ADD-ON VEHICLE PART RECORD TO BE ENTERED ARE IDENTICAL TO A VEHICLE RECORD ON FILE, THE ENTRY WILL BE REJECTED.**

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

   a. Add-On Vehicle Part Record

      1) An NCIC add-on vehicle entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.
      2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring

that all available cross checks were made, e.g. SER, BRA, and that the data in the NCIC record matches the data in the investigative report. *

*** INSTRUCTOR'S NOTE: SEE PART X. "ENTRY OF NCIC VEHICLE PART RECORD" FOR ADDITIONAL APPLICABLE POLICY ISSUES.**

2. General Information

   a. Add-On Vehicle Part Record

      1) Add-on vehicle part records can only be appended to a base stolen vehicle record.
      2) Add-on vehicle part records cannot be appended to felony vehicle records or stolen vehicle part records.
      3) Caution indicators cannot be used with add-on Message Keys (MKEs).
      4) A maximum of seven stolen add-on vehicle parts may be added to a base vehicle record.

XIII. MODIFICATION OF NCIC VEHICLE RECORD

A. Purpose IO #2

The purpose of an NCIC vehicle record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements IO #3

1. To modify a stolen vehicle record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields: OH #18
   a. NCIC (NIC) number, Originating Case (OCA) number, and information to be modified,
   or
   b. License Plate (LIC) number, OCA, and information to be modified,
   or
   c. Serial (SER) number, OCA, and information to be modified,
   or
   d. Vehicle Identification Number (VIN), OCA, and information to be modified.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC vehicle record modification will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC modification - indicates to the modifying agency that the record has been successfully modified.
   and
2. Acknowledgement of NCIC modification and listing of duplicate record(s) already on file - indicates to the entering agency

that the vehicle record has been successfully modified in NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.

or

3. Reject - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification. *

* **INSTRUCTOR'S NOTE: IF THE ORI, VIN, VMA, or ORI, LIC, LIS, LIY, LIT, or ORI, OAN, VMA, OCA FIELDS IN A VEHICLE RECORD TO BE MODIFIED ARE IDENTICAL TO A VEHICLE RECORD ON FILE, THE ENTRY WILL BE REJECTED.**

IF THE ORI, VIN, VMA, or ORI, LIC, LIS, LIY, LIT FIELDS IN A FELONY VEHICLE RECORD TO BE MODIFIED ARE IDENTICAL TO AN NCIC RECORD ON FILE, THE ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

    a. Vehicle Record

    None applicable for an NCIC vehicle record modification

2. General Information

    a. Vehicle Record

        1) Modification of a vehicle record is restricted to the agency that entered the record.
        2) Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. Verification of a record should include assuring that the

data in the modification matches the additional or correct information.

3) If a vehicle record has been suppressed because it does not contain a VIN or OAN, a modification message that contains a VIN or OAN will return the record to an active status.

XIV. MODIFICATION OF NCIC VEHICLE PART RECORD

INSTRUCTOR'S NOTE: MODIFICATION PROCEDURES FOR THE NCIC VEHICLE PART RECORD ARE IDENTICAL TO MODIFICATION PROCEDURES FOR THE VEHICLE BASE RECORD. SEE PART XIII. "MODIFICATION OF NCIC VEHICLE RECORD."

OH #18

XV. MODIFICATION OF NCIC ADD-ON VEHICLE RECORD

OH #18

An NCIC add-on vehicle record cannot be modified. The add-on vehicle record must be canceled and reentered.

XVI. MODIFICATION OF NCIC ADD-ON VEHICLE PART RECORD

An NCIC add-on vehicle part record cannot be modified. The add-on vehicle part record _must_ be canceled and reentered. OH #18

XVII. CLEAR OF NCIC VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle record clear is to remove the vehicle record from NCIC.

1. A stolen vehicle record is cleared when:
    - a. The entering agency recovers the vehicle.
    - b. The entering agency is officially advised that another agency has recovered the vehicle.

B. Requirements

IO #3

OH #19

1. To clear a vehicle record when the entering agency recovers the vehicle, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:
    - a. NCIC (NIC) number, Originating Case Agency (OCA) number, Date of Recovery
      or
    - b. License Plate (LIC) number, OCA, Date of Recovery,
      or
    - c. Serial (SER) number, OCA, Date of Recovery,
      or
    - d. Vehicle Identification Number (VIN), OCA, Date of Recovery.
2. To clear a vehicle record when another agency recovers the vehicle and has not located the record, the MKE and ORI must be used, in addition to the following fields:
    - a. NIC, OCA, Date of Recovery, Recovering Agency's Originating Agency Identifier (ORI) and OCA,
      or
    - b. LIC, OCA, Date of Recovery, Recovering Agency's ORI and OCA,
      or
    - c. SER, OCA, Date of Recovery, Recovering Agency's ORI and OCA,

or
d. VIN, OCA, Date of Recovery, Recovering Agency's ORI and OCA.

3. To clear a vehicle record when another agency recovers the vehicle and has located the record (Refer to Locate Procedures), the MKE and ORI must be used, in addition to the following fields:

   a. NIC, OCA, Date of Recovery,
   or
   b. SER, OCA, Date of Recovery,
   or
   c. LIC, OCA, Date of Recovery,
   or
   d. VIN, OCA, Date of Recovery.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC vehicle record clear will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC clear - indicates to the clearing agency that the record has been successfully cleared.
   or
2. Reject - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

1. Policy Issues

   a. Vehicle Record

   None applicable for an NCIC vehicle record clear

2. General Information

   a. Vehicle Record

   1) A clear of an NCIC vehicle record is restricted to the agency that entered the record.
   2) The entering agency should clear the record from NCIC after receiving a $.L. Locate Notification Message.
      a) If the entering agency does not clear the record, ten days after the record has been located, it is suppressed (unavailable unless queried using the NIC number). After the record is suppressed, it is removed from NCIC during the next NCIC scheduled purges. (first Sunday of each month)
      b) The entering agency is notified with a $.P. administrative message after the record is purged from NCIC.
   3) The Date of Recovery cannot be prior to the Date of Theft (DOT).

XVIII. CLEAR OF NCIC VEHICLE PART RECORD

OH #19

INSTRUCTOR'S NOTE: CLEAR PROCEDURES FOR THE NCIC VEHICLE PART RECORD ARE IDENTICAL TO CLEAR PROCEDURES FOR THE VEHICLE BASE RECORD. SEE PART XVII. "CLEAR OF NCIC VEHICLE RECORD."

XIX. CLEAR OF NCIC ADD-ON VEHICLE RECORD

An NCIC add-on vehicle record(s) cannot be cleared. A clear transaction for a base Vehicle File record will remove an add-on vehicle record(s). If the add-on vehicle(s) has not been recovered, the vehicle(s) should be reentered as a base vehicle record(s). OH #19

INSTRUCTOR'S NOTE: REFER TO PART XVII. "CLEAR OF NCIC VEHICLE RECORD."

ALSO, REFER TO PART XXIII. "CANCELLATION OF NCIC ADD-ON VEHICLE RECORD" AS CANCELLATION PROCEDURES MUST BE USED WHEN A LOCATE IS PLACED ON AN ADD-ON VEHICLE RECORD OR WHEN THE ENTERING AGENCY RECOVERS THE ADD-ON VEHICLE, AND THE BASE VEHICLE RECORD IS NOT RECOVERED.

XX. CLEAR OF NCIC ADD-ON VEHICLE PART RECORD

OH #19

An NCIC add-on vehicle part record(s) cannot be cleared. A clear transaction for a base Vehicle File record will remove an add-on vehicle part record(s). If the add-on vehicle part(s) has not been recovered, the part(s) should be reentered as a base vehicle part(s).

INSTRUCTOR'S NOTE: REFER TO PART XVII. "CLEAR OF NCIC VEHICLE RECORD."

ALSO, REFER TO PART XXIII. "CANCELLATION OF NCIC ADD-ON VEHICLE RECORD" AS CANCELLATION PROCEDURES MUST BE USED WHEN A LOCATE IS PLACED ON AN ADD-ON VEHICLE PART RECORD OR WHEN THE ENTERING AGENCY RECOVERS THE ADD-ON VEHICLE PART RECORD, AND THE BASE VEHICLE RECORD IS NOT RECOVERED.

XXI. CANCELLATION OF NCIC VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC vehicle record cancellation is to remove an NCIC vehicle record when it is determined that the information contained in the record is invalid or inaccurate.

B. Requirements

IO #3

1. To cancel a stolen vehicle record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   OH #20

   a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Cancellation,
   or
   b. License Plate (LIC) number, OCA, Date of Cancellation,
   or
   c. Serial (SER) number, OCA, Date of Cancellation,
   or
   d. Vehicle Identification Number (VIN), OCA, Date of Cancellation.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELING REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC vehicle record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled,
   or
2. Reject - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

   a. Vehicle Record

      1) The Date of Cancellation must be the current date. (NOTE: The Date of Cancellation must be the present date or the present date minus one.)

2. General Information

   a. Vehicle Record

      1) Cancellation of an NCIC vehicle record is restricted to the agency that entered the record.

XXII. CANCELLATION OF NCIC VEHICLE PART RECORD

INSTRUCTOR'S NOTE: CANCELLATION PROCEDURES FOR THE NCIC VEHICLE PART RECORD ARE IDENTICAL TO CANCELLATION PROCEDURES FOR THE VEHICLE BASE RECORD. SEE PART XXI. "CANCELLATION OF NCIC VEHICLE RECORD." OH #20

XXIII. CANCELLATION OF NCIC ADD-ON VEHICLE RECORD

A. Purpose

IO #2

The purpose of an NCIC add-on vehicle record cancellation is to remove an NCIC vehicle record when it is determined that the information contained in the record is invalid, inaccurate, or needs to be updated, or that the add-on vehicle record has been recovered.

B. Requirements

IO #3

1. To cancel a stolen add-on vehicle record, the Message Key (MKE) and Originating Agency (ORI) must be used, in addition to the following fields: OH #20

   a. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Cancellation,
   or
   b. License Plate (LIC) number, OCA, Date of Cancellation,
   or
   c. Vehicle Identification Number (VIN), OCA, Date of Cancellation.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC add-on vehicle record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled,
   or
2. Reject - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

   a. Add-On Vehicle Record

      1) The Date of Cancellation must be the current date. (NOTE: The Date of Cancellation must be the present date or the present date minus one.)

2. General Information

   a. Add-On Vehicle Record

      1) Cancellation of an NCIC add-on vehicle record is restricted to the agency that entered the vehicle.
      2) If a base vehicle record is canceled, all add-on vehicle record(s) will be canceled.

XIV. CANCELLATION OF NCIC ADD-ON VEHICLE PART RECORD

OH #20

INSTRUCTOR'S NOTE: CANCELLATION PROCEDURES FOR THE NCIC ADD-ON VEHICLE PART RECORD(S) ARE IDENTICAL TO CANCELLATION PROCEDURES FOR THE ADD-ON VEHICLE RECORD. SEE PART XIII. "CANCELLATION OF NCIC ADD-ON VEHICLE RECORD."

XV. RETENTION PERIOD

IO #6

A. Vehicle Record

1. A vehicle record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency. OH #21

2. A vehicle record will remain in NCIC for only 90 days if the record does not contain a Vehicle Identification Number (VIN) or Owner-Applied Number (OAN). The record will be suppressed after 90 days and then purged from NCIC. *

3. Data in the LIC, LIY, and LIT Fields of a vehicle record containing a VIN or OAN will be purged one year after the license plate expires.

4. A nonexpiring license plate in a vehicle record will be retained until the entire record is purged.

B. Felony Vehicle Record

1. A felony vehicle record will remain in NCIC for only 90 days or until the record has been cleared or canceled by the entering agency. OH #21

C. Vehicle Part Record

1. A vehicle part record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency. OH #21

D. Add-On Vehicle Record

1. Add-on vehicle record(s) appended to a base vehicle record will remain in NCIC until the end of the retention period for the base vehicle record or until the record has been canceled by the entering agency. OH #22

2. Data in the LIC, LIY, and LIT Fields of an add-on vehicle record containing a VIN or OAN will be purged one year after the license plate expires.

3. A nonexpiring license plate in an add-on vehicle will be retained until the entire record is purged.

E. Add-On Vehicle Part Record

1. Add-on vehicle part record(s) appended to a base vehicle record will remain in NCIC until the end of the retention period for the base vehicle record or until the record has been canceled by the entering agency.

OH #22

* **INSTRUCTOR'S NOTE: AFTER THE RECORD IS PURGED FROM THE VEHICLE FILE, THE ENTERING AGENCY IS NOTIFIED WITH AN ADMINISTRATIVE $.P. MESSAGE. SEE NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

XII. CONCLUSION

The NCIC Vehicle File consists of records for vehicles and vehicle parts that have been stolen and have a theft report on file. Each stolen vehicle record can contain add-on vehicles and add-on vehicle parts. Additionally, vehicles used in the commission of a crime may also be entered as felony vehicles into the NCIC Vehicle File. As of January 1, 1992, there were 1,555,975 stolen vehicle and vehicle part records entered into the NCIC Vehicle File.

It is important to remember:

1. That there are three types of vehicle records - vehicle, felony, and vehicle parts.
2. That two add-on vehicles and seven add-on vehicle parts can be appended to a base vehicle record.
3. That a vehicle inquiry could provide multiple record responses, as it will search not only the Vehicle File, but the License Plate File, the Boat File, the Wanted Person File, the U.S. Secret Service Protective File, the Foreign Fugitive File, the ATF Violent Felon File, and the Missing Person File.
4. That a vehicle inquiry containing a VIN will search only the eight right-most characters of all VINs entered in NCIC providing multiple responses. The responses need to be carefully checked before it is ascertained that there is a positive hit.

"Complete and proper use of NCIC/State computer systems can save the lives of police officers, fugitives, and innocent citizens. Tragically, in one recent case, a terminal operator failed to enter a stolen vehicle into NCIC in a timely fashion. Instead, the operator waited for additional information before making the vehicle entry. A police officer on routine patrol stopped a car that fit the description of a stolen vehicle, queried NCIC, and received a negative response. When the officer approached the vehicle, the car thief killed the officer. This tragedy could have been prevented if the operator were trained as to the minimum criteria for entering stolen vehicle records into NCIC. Unfortunately, many similar examples exist as a result of improper use or inadequate training of NCIC and State computer systems." * HD #1

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, location, entry, modification, clear, and cancellation of all vehicle, vehicle part, and felony records.

SHOW NCIC "VEHICLE FILE - THE WINNING TEAM" VIDEO (VIDEO PLAYING TIME - 15:00 MINUTES)

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* Don Johnson, "NCIC Training Hit or Miss," FBI Law Enforcement Bulletin, January, 1991, pp. 3

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U.S. Department of Justice, Federal Bureau of Investigation, National Crime Information Center, Washington, D.C., NCIC "Vehicle File for Law Enforcement for Law Enforcement Officers," 1990. 7:13 Minutes

U.S. Department of Justice, Federal Bureau of Investigation, National Crime Information Center, Washington, D.C., NCIC "Vehicle File - The Winning Team," 1991. 15:00 Minutes

U.S. Department of Justice, Federal Bureau of Investigation, Washington, D.C., Uniform Crime Reports 1990, Crime in the United States, "Motor Vehicle Theft," p. 38

NCIC Training

Hit or Miss

By
DON M. JOHNSON

Today, the National Crime Information Center (NCIC) continues to be the best example of law enforcement cooperation. Information on wanted persons, stolen guns, stolen articles and securities, unidentified bodies, and computerized criminal history information is available to virtually every police agency in the United States. However, without proper training on the use of NCIC and State computer systems, law enforcement agencies could lose their tactical edge and may no longer be able to ensure that their employees perform their duties as efficiently and accurately as possible.

NCIC in Brief

Management of NCIC is shared between the FBI and the Advisory Policy Board (APB). The APB consists of 20 elected State representatives, 6 individuals appointed by the Director of the FBI, and 4 representatives of national law enforcement organizations, including the International Association of Chiefs of Police, the National Sheriff's Association, the National District Attorneys Conference, and the National Probation and Parole Association. Together they set policy and procedure for NCIC's 59,000 users.

Law Enforcement and NCIC Training

Law enforcement training in the 1960s saw an explosion of minimum standards for police officers

VF-HD #1

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Department of Justice) Reprinted from the FBI Law Enforcement
Bulletin, January, 1991.

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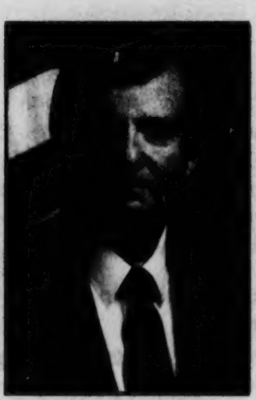
nationwide. From then on, officers were required to be trained and certified prior to active duty. This training included such topics as legal issues, firearms, mechanics of arrest, report writing, first aid, and defensive driving. These minimum standards for police have greatly increased the quality of law enforcement in the United States today.

Prior to 1984, the responsibility for training NCIC and State terminal operators was left to the discretion of the various State criminal information system managers. These managers decided the amount and type of training given to terminal operators. As a result, the APB noted marked differences in the types and quality of NCIC/State system training that terminal operators were receiving.

The APB also recognized that many States limited their training to terminal operators, and as a result, the training was very technical in nature. However, by limiting training to terminal operators, many States neglected the training needs of officers, investigators, and administrators, especially in the areas of data quality and user compliance with policy issues. For these reasons, the APB mandated that by December 31, 1986, all 50 States were to have NCIC training programs in place for the following four separate personnel levels:[1]

- Terminal Operators—Must be trained and tested within 6 months of employment or assignment. Their proficiency must also be retested biennially.
- Criminal Justice Practitioners—The daily users of the NCIC/State systems are required to receive entry level and inservice training. They must be taught what signifies a "hit," the levels of probable cause needed for arrest, the need for hit confirmation, the idiosyncrasies of soundexing, and the availability and searchability of various fields within a record.
- Criminal Justice Agency Records Personnel—Individuals who control the records management systems in every law enforcement agency are required to be completely familiar with all NCIC/State systems policy and procedure matters.
- Criminal Justice Administrators and Upper-level Managers—Must have a thorough knowledge of NCIC regulations, including training, audits, sanctions, and the related civil liability issues to guide them in protecting their agencies from law suits.

Since NCIC's beginning in 1967, one law enforcement agency in every State has assumed the responsibility for managing that State's computer system and its relationship with NCIC. This agency is known as the Control Terminal Agency (CTA). Each CTA has also designated one individual within that agency to assume the responsibility for complying with NCIC policy and procedure issues. This individual is known as the Control Terminal Officer (CTO). The CTO in each CTA has training programs available for all law enforcement agencies within that State.



> **"...by limiting training to terminal operators, many States neglected the training needs of officers, investigators, and administrators...."**

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The NCIC training policy was made intentionally broad to allow the CTAs to employ a wide variety of methods. Under this policy, each CTA has the flexibility to create its own training program using available resources. Since the policy and procedures mandated by NCIC and the APB apply to all 50 States, as well as Federal users, each State has incorporated national policy issues into its training programs. As a result, the quality of the data in computerized systems and compliance with national and State policy issues has become a priority in State training programs.

Even though training in one State may be handled regionally, another State may centralize its training program. Yet, no matter how a State trains its personnel, all must teach nationwide policy and procedural issues mandated by the APB. This provides assurance to the criminal justice community that terminal operators, police officers, record managers, and administrators across the country receive adequate and uniform training on such important issues as hit confirmation, validation, and the necessity for entering information into NCIC and the State systems in a timely and accurate manner.

Importance of Adequate Training

Complete and proper use of NCIC/State computer systems can save the lives of police officers, fugitives, and innocent citizens. Tragically, in one recent case, a terminal operator failed to enter a stolen vehicle into NCIC in a timely fashion. Instead, the operator waited for additional information before making the vehicle entry. A police officer on routine patrol stopped a car that fit the description of a stolen vehicle, queried NCIC, and received a negative response. When the officer approached the vehicle, the car thief killed the officer. This tragedy could have been prevented if the operator were trained as to the minimum criteria for entering stolen vehicle records into NCIC. Unfortunately, many similar examples exist as a result of improper use or inadequate training of NCIC and State computer systems.

> “***Complete and proper use of NCIC/State computer systems can save the lives of police officers, fugitives, and innocent citizens.***”

Use of available NCIC and State systems will also generate investigative leads for law enforcement agencies. Through training, officers have become more aware of the Interstate Identification Index, State data bases, public domain data bases, and the National Law Enforcement Telecommunications System (NLETS). For example, when an officer obtains an arrest warrant, the Interstate Identification Index is queried. When positive identification is made, the Index will produce aliases, fingerprint classifications, places of birth, Social Security numbers, and a multitude of other descriptive information that will aid the department in its search for the fugitive.

Conclusion

Just as terminal operators' adrenaline rises when an NCIC "hit" appears on the monitor, police administrators' adrenaline should also rise if they have not provided their employees with the best available training in NCIC and State computerized system use. But, by using the State NCIC training programs available through each State's Control Terminal Agency, police administrators can be assured that their employees enter accurate and complete information into NCIC, know how to interpret the information accurately in the system, validate active records, and promptly remove old records from the system.

While doctors can change a prescription and lawyers can cross-examine witnesses, the law enforcement employee must often make swift decisions based on the instantaneous results of NCIC and State system inquiries. All law enforcement agencies must, therefore, ensure that law enforcement employees are able to use the NCIC and State systems. For someone, there may not be a second chance.

LEB

Footnote

[1] U.S. Department of Justice, Federal Bureau of Investigation, "Minutes National Crime Information Center Advisory Policy Board," October 17-18, 1984, pp. 311-312.

VEHICLE, DRIVER, AND PROPERTY QUICKLY IDENTIFIED

On August 25, 1986, officers of the Russellville, Kentucky, Police Department used NCIC after conducting a surveillance on a van towing an automobile. **A police detective initiated inquiries on the vehicle identification number (VIN) of the van and the license plate number of the car. In response, NCIC provided a stolen vehicle record that matched the van; the information was confirmed by the Police Department in Knoxville, Tennessee. The license plate number matched a stolen license plate record entered by Bowling Green, Kentucky, authorities.**

After the driver of the truck was taken into custody, police used his identification to make an NCIC Interstate Identification Index inquiry. A related criminal history record was obtained showing 15 arrests during the previous 11 years. By means of additional NCIC inquiries, investigative leads were developed concerning stolen guns, license plates, and video tape recorders in the driver's possession. These leads subsequently resulted in the recovery of property stolen throughout Kentucky and Tennessee valued at $38,900.

U.S. Department of Justice, Federal Bureau of Investigation, Washington, D.C., "NCIC Newsletter," 87-1, "Vehicle, Driver, and Property Quickly Identified," p. 3

7/1/92

AND THE HITS KEEP COMING

Recently, an officer of the Dover Township Police Department in Toms River, New Jersey, became suspicious of a vehicle located in a garage area. The officer followed the occupant of the vehicle who led him to a second car. **The officer initiated a check on the license plate number and received an NCIC hit showing that the vehicle was stolen in Pennsylvania.** The suspect was arrested and released on bail.

In the meantime, New Jersey detectives in the possession of a large sum of money confiscated from the individual, as well as the bail money, ran NCIC checks on the serial numbers of the bills. Forty-one hits were returned showing that the bills were part of $270,000 taken during a bank robbery in Phoenix, Arizona, on November 25, 1983.

The suspect was arrested a few days later in Philadelphia, Pennsylvania, when he was reporting the New Jersey incident to his parole officer. He was subsequently returned to Phoenix. Incidentally, this individual was on parole from a 1974 bank robbery in which he had received a 20-year sentence.

U.S. Department of Justice, Federal Bureau of Investigation, Washington, D.C., "NCIC Newsletter," Winter 1984, "And The Hits Keep Coming," p. 3

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VEHICLE DATA HELPS IDENTIFY MISSING

On February 15, 1984, a concerned mother reported her 28-year-old daughter as missing to the North Arlington, New Jersey, Police Department. The next day the North Arlington police entered a record for the young woman into the NCIC Missing Person File as an endangered missing person. **The victim's automobile was also reported missing and the vehicle information was included in the missing person record.**

Several weeks later, the Florence County, South Carolina, Sheriff's Office found an abandoned, burned car in a wooded area. Further investigation led to a burned body in the trunk of the car. **A detective made an NCIC Vehicle File inquiry using the vehicle identification number (VIN) of the car. The inquiry resulted in a hit on the North Arlington Police Department's missing person record.** Communications were immediately established between the Florence County Sheriff's Office and the North Arlington police, and through dental identification, the body was positively identified as the missing daughter from North Arlington, New Jersey.

U.S. Department of Justice, Federal Bureau of Investigation, Washington, D.C., "NCIC Newsletter," Summer 1985, "Vehicle Data Helps Identify Missing," p. 1

7/1/92

SUSPECTS IDENTIFIED AND LINKED WITH STOLEN VEHICLES

On November 2, 1987, police officers in Del City, Oklahoma, responded to a report of a gun shot at a local apartment complex. They discovered a large pool of blood in the parking area and a burning truck about 75 yards away. Witnesses advised they saw a car leaving the scene at about the same time they heard the gun shot.

The license plate number of the burning truck was run through NCIC. A hit was received indicating the truck had been reported stolen the previous day in Memphis, Tennessee. Through contact with the entering agency, the Del City officers learned that the truck had been at the scene of a robbery-homicide in Memphis. Two suspects were under investigation.

About two weeks later, on November 17, the body of an Air Force Sergeant was found just outside Del City. Through further investigation, the Sergeant was identified as the victim of the November 2 incident. **After obtaining the victim's car registration information, the Del City Police immediately entered an NCIC record for the car. A statement in the Miscellaneous Field advised that the people driving the car may be suspects in a Del City murder.**

On November 29, the victim's car, now bearing the Tennessee license plates, was stopped by police officers in Panama City, Florida, due to the suspicious nature of the occupants. **Prior to stopping the vehicle, the officers ran the license plate number through NCIC and learned the plates had been stolen from a vehicle in Tennessee.** While the female suspect made contact with the officers, the male suspect opened fire. Then they fled in the automobile which resulted in a high-speed chase and an exchange of gun fire. Both suspects were wounded in the exchange, and after crashing the vehicle, were taken into custody. **When the Panama City Police Department ran the vehicle identification number (VIN) of the car through NCIC, a record came back for the slain Sergeant's car, thus linking the two suspects to the murder in Del City.**

The two suspects were to appear in court in Del City, Oklahoma, November 28, 1988, to face first-degree murder charges.

U.S. Department of Justice, Federal Bureau of Investigation, Washington, D.C., "NCIC Newsletter," 88-4, "Suspects Identified and Linked with Stolen Vehicles," p. 4

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U.S. Department of Justice
Federal Bureau of Investigation
National Crime Information Center (NCIC)

National Crime Information Center

Report on the Vehicle and Wanted Person Files Survey, April, 1988

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FBI NATIONAL CRIME INFORMATION CENTER

A REPORT ON THE
NCIC VEHICLE AND WANTED PERSON FILES SURVEY
APRIL, 1988

INTRODUCTION

The NCIC Advisory Policy Board recognized a need for a formal system to measure the benefits of the NCIC System in June, 1981, and in December, 1981, recommended to the FBI Director that a 30-day survey of the NCIC Vehicle File be conducted to assess the benefits of using that file. The Vehicle File survey was conducted in April, 1982, among a random sample of ten percent of the state, county, and local law enforcement terminal agencies that access NCIC.

In October, 1983, the Board recommended a survey of the Wanted Person File. The survey was conducted in April, 1984, among a random sample of agencies originating ten percent of the Wanted Person File inquiries stratified by proportionate volume of such transactions from each state.

The success of the Vehicle File and Wanted Person File surveys and the continuing requirement to document that NCIC is cost-effective and beneficial to society led to a proposal to conduct a combined survey of the use and benefits of these two files. In December, 1987, the Board recommended a plan to survey both files for 30 days among a random sample of law enforcement agencies. The Vehicle and Wanted Person Files survey was conducted in April, 1988. The purpose of this report is to present the methodology and results of that survey.

METHODOLOGY

The survey population included each law enforcement agency that originated two or more vehicle or person inquiries on NCIC during November, 1987 (the selection month). In each state the agencies were randomly selected through the use of a random number generator; the volume of vehicle and person inquiries by agencies so selected was totaled until the number of transactions thus accumulated equaled ten percent of the state's total vehicle and person inquiry transactions. The 50 states were considered in the selection process. Wisconsin was unable to participate. In the remaining 49 states, 1,357 agencies were randomly selected to participate.

The purpose of this survey was to collect data on benefits resulting from the use of the NCIC Vehicle and Wanted Person Files. Since each Vehicle File and Wanted Person File inquiry is also automatically searched in the Missing Person File, survey participants also tabulated missing person hits resulting from vehicle and wanted person inquiries during the survey period.

The participating agencies were asked to record the following data as a result of vehicle or person hits on the NCIC System:

1. Number of vehicles recovered.
2. Value of vehicles recovered.
3. Number of wanted persons found.
4. Number of persons apprehended.
5. Wanted or missing person's year of birth.
6. Offense in wanted person record.
7. Date of theft report/warrant/last contact.
8. The fact that the person was armed or unarmed.
9. The fact that a caution indicator was in the hit record.
10. Wanted or missing person hit results.
11. The hit basis (personal or vehicle data).
12. Number of additional charges.
13. Value of recovered contraband.
14. Value of recovered property other than vehicles.
15. Number of missing juveniles found.
16. Number of other missing persons found.

The survey objective was to count the number of valid operational hits on NCIC vehicle or person records. A hit is valid when the response contains an NCIC record and confirmation with the agency that entered the record verifies a match of the vehicle or person in the inquiry with the vehicle or person in the record. The data collected are further defined as follows:

1. A recovered vehicle is any automobile, truck, airplane, construction equipment, farm equipment, motorcycle, snowmobile, recreational vehicle, or trailer recovered as a result of a hit on an NCIC vehicle or person record.

2. The value of a recovered vehicle is the fair market value of the vehicle when it was recovered.

3. A wanted person was counted as found when he or she was located when a vehicle or person inquiry matched the subject of an NCIC wanted person hit record.

4. A person was counted as apprehended when he or she was arrested as a result of a vehicle, wanted, or missing person hit on the System. For example, a person who was driving a vehicle that had been, indexed as stolen in NCIC was arrested even though he or she was not the subject of a wanted person record in NCIC. In another example, the individual accompanying a hit subject (either wanted person or missing person) was arrested because of his or her association with the hit subject or because the NCIC hit provided probable cause for

further investigation and that investigation uncovered contraband or other incriminating evidence.

5. The wanted or missing person's year of birth was recorded from the Date of Birth (DOB) Field in the hit record.

6. The offense in the wanted person record was recorded by entering one of twenty codes (listed on the worksheet) appropriate for the offense literal in the hit record.

7. The date of theft report was recorded from that data field in each Vehicle File hit; the date of warrant from that data field in each Wanted Person File hit; and the date of last contact from that data field in each Missing Person File hit.

8. An armed person is any individual with a weapon in his or her possession at the time of arrest. A weapon is a gun, knife, baseball bat, or any object carried for the purpose of inflicting bodily harm. For each person found as a result of a hit during the survey, a code to indicate armed, unarmed, or information not available was recorded.

9. A caution indicator provides law enforcement with a forewarning of possible danger in an encounter with the subject of a record. The presence or absence of a caution indicator in the hit record was recorded by entry of one of two codes listed on the worksheet.

10. The results of each wanted or missing person hit were recorded by entry of the appropriate code for one of five dispositions listed on the worksheet.

11. Hit basis was recorded by entry of one of two codes to indicate whether the hit was based on a search of personal data or vehicle data.

12. The number of additional charges tabulated the number of charges brought against a person in addition to the charge for which the person was arrested as a result of the NCIC hit record.

13. Contraband is anything that is illegal by its nature, such as drugs and unregistered guns. The value of recovered illegal drugs is the street value, and the value of other recovered contraband is its fair market value when it was recovered.

HITS RECEIVED ON TERMINAL ______________________

(ID) (ORI)

NCIC VEHICLE AND WANTED PERSON FILES SURVEY WORKSHEET

APRIL, 1988

Date of Hit	ORI of Agency Requesting Inquiry	ORI of Hit Record	NCIC No. of Hit Record	1. No. of Vehicles Recovered	2. Value of Vehicles Recovered	3. No. of Wanted Persons Found	4. No. of Persons Apprehended	5. Wanted or Missing Person's Year of Birth	6. Offense in Wanted Person Record	7. Date of Theft Report/Warrant/ Last Contact	8. Armed	9. Caution Indicator	10. Wanted/Missing Person Hit Results	11. Hit Basis	12. No. of Additional Charges	13. Value of Recovered Contraband	14. Value of Recovered Property Other Than Vehicles	15. No. of Missing Juveniles Found	16. No. of Other Missing Persons Found

6. Offense Literal Codes:
  - 1 - Military
  - 2 - Homicide
  - 3 - Kidnaping
  - 4 - Sexual Assault
  - 5 - Robbery
  - 6 - Assault
  - 7 - Arson
  - 8 - Burglary
  - 9 - Larceny
  - 10 - Vehicle Theft
  - 11 - Forgery
  - 12 - Fraudulent Activities
  - 13 - Embezzlement
  - 14 - Property Theft
  - 15 - Dangerous Drugs
  - 16 - Family Offenses
  - 17 - Flight-Escape
  - 18 - Obstructing Judiciary...
  - 19 - Weapon Offenses
  - 20 - Other

8. Armed Codes:
  - 1 - Yes
  - 2 - No
  - 3 - Not Available

9. Caution Indicator Codes
  - 1 - Yes
  - 2 - No

10. Hit Results Codes:
  - 1 - Arrested on Local Charges
  - 2 - Detainer Filed
  - 3 - Held for Extradition
  - 4 - Released - Refusal to Extradite
  - 5 - Held for Another Jurisdiction Within State

11. Hit Basis Codes
  - 1 - Personal Data
  - 2 - Vehicle Data

14. Examples of recovered property other than vehicles are money taken in a robbery and property taken in a burglary. The value of this property is its fair market value when it was recovered.

15. A missing juvenile was counted as found when he or she was located when a vehicle or person inquiry matched a vehicle or person record in NCIC. Even if a missing juvenile was not the subject of an NCIC Missing Person File record but happened to be the companion of a wanted person located as a result of a hit on the Wanted Person File, the location of the missing juvenile was the result of the use made of the Wanted Person File. Also, when a missing juvenile was found because he or she was a passenger or driver of a vehicle which was the subject of a Vehicle File hit, the missing juvenile was counted as found.

16. A missing person other than a juvenile was counted as found when he or she was located when a vehicle or person inquiry matched a vehicle or person record in NCIC. Even if a missing person was not the subject of an NCIC Missing Person File record but was the companion of a located wanted person or was a passenger or the driver of a vehicle which was the subject of a Vehicle File hit, the missing person was counted as found as a benefit resulting from use of the Vehicle File or the Wanted Person File.

The survey instrument worksheet (facing page) and a training aid (Appendix B) were mailed to the state control terminal agencies in early February, 1988. The state control terminal agencies conducted training and distributed the survey materials to the agencies selected to participate from mid-February through March, 1988. The survey period was April, 1988. The worksheet asked for the date of the hit, the originating agency identifier (ORI) of the agency requesting the inquiry, the ORI of the hit record, the NCIC Number of the hit record, and any and all of the enumerated data pertinent to each hit. The control terminal officers collected the survey instruments, compiled the results, and submitted the survey responses to the NCIC Staff.

Validation of Results

The NCIC Staff reviewed each survey response and verified the hits attributed to NCIC. A detailed examination of the logged hits revealed some could not be counted because:

1. The hit record was in the state file.

2. An agency was substituted for one randomly selected to participate.

3. The hit was not on a vehicle or person record.

4. The hit was outside the survey period.

5. The participating agency responded to a hit confirmation request from an agency that had received a hit on a record on file for the participating agency.

Applying this criteria, NCIC Staff validated 1,764 hits for which benefits could be counted.

RESULTS

Participation

The number of agencies that participated during the survey was 1,230 or 90.7 percent of the 1,357 randomly selected agencies. The participating agencies reported hits for 398 agencies.

Total Hits

The 398 agencies logged 1,764 NCIC hits, of which 886 (50.2%) were on vehicles, 621 (35.2%) were on wanted persons, and 257 (14.6%) were on missing persons. Of the 257 missing person hits 208 (81%) were on juvenile records and 49 (19%) were on other missing person records.

Vehicle and Other Recoveries

A total of 889 vehicles valued at $5,828,418 were recovered during the survey period. Other recoveries resulting from the queries on vehicles and wanted persons include contraband valued at $278,769 and other property valued at $36,379.

Wanted and Missing Persons Found

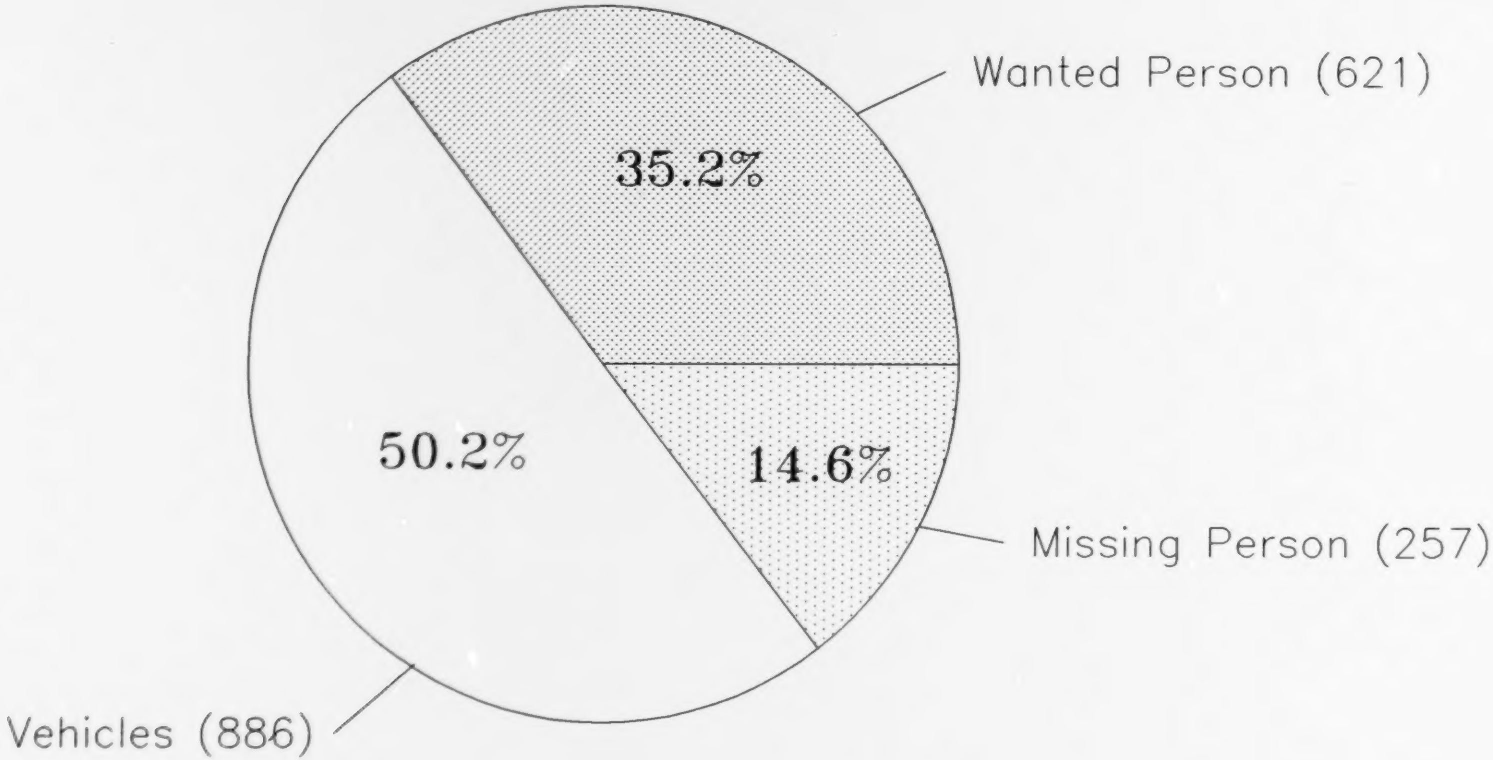
Participating agencies found a total of 621 wanted persons as a result hits on NCIC Wanted Person File records during the survey. As a result of all hits in the survey, 236 juveniles and 60 other missing persons were found.

Persons Apprehended

The number of persons arrested as a result of all hits in the survey was 885. In addition to the charge for which the person was arrested as a result of the NCIC hit record, 461 additional charges were brought against the arrested persons.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Vehicle and Wanted and Missing Person Hits (1,764)



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April, 1988

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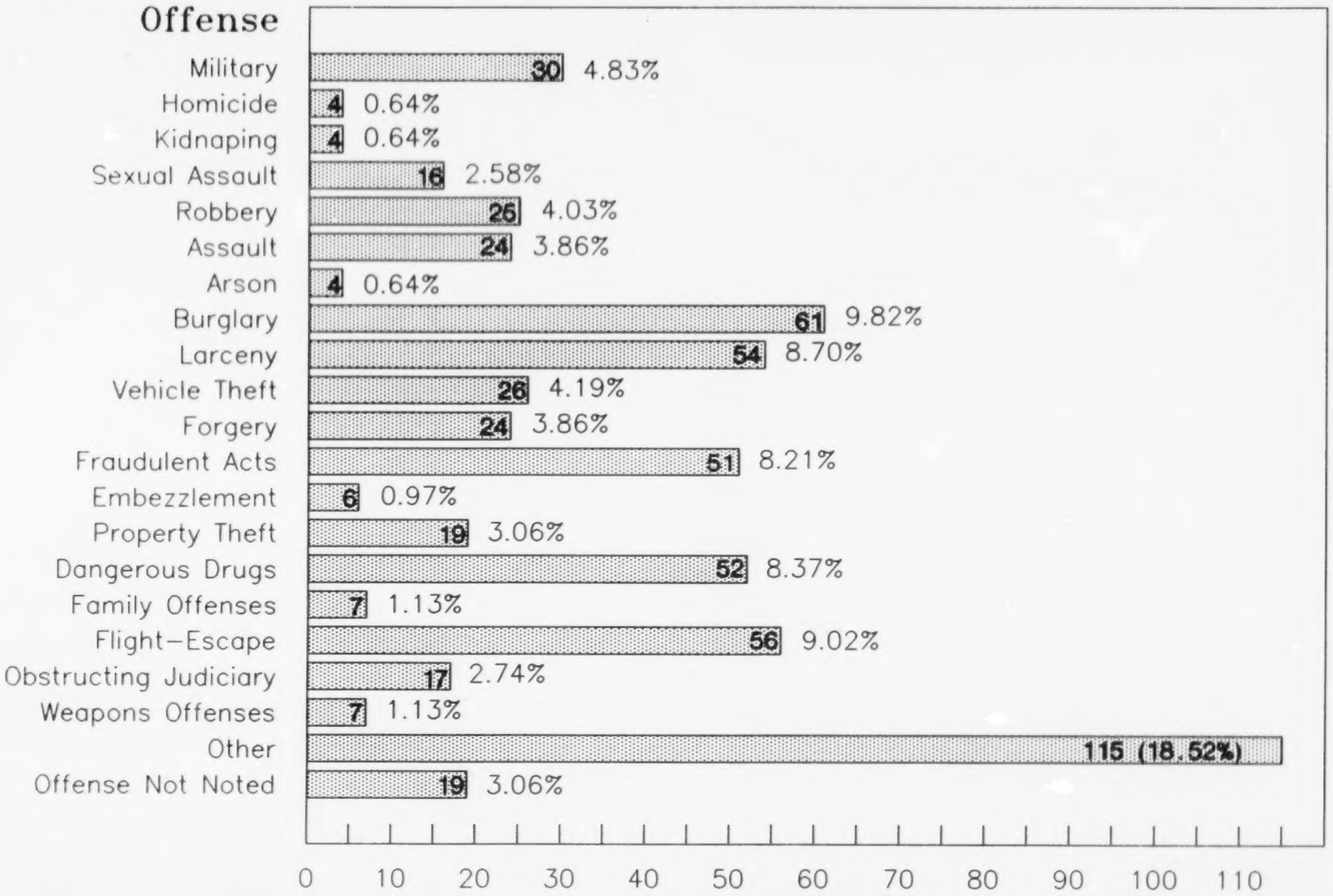
NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Offenses of Wanted Persons Found



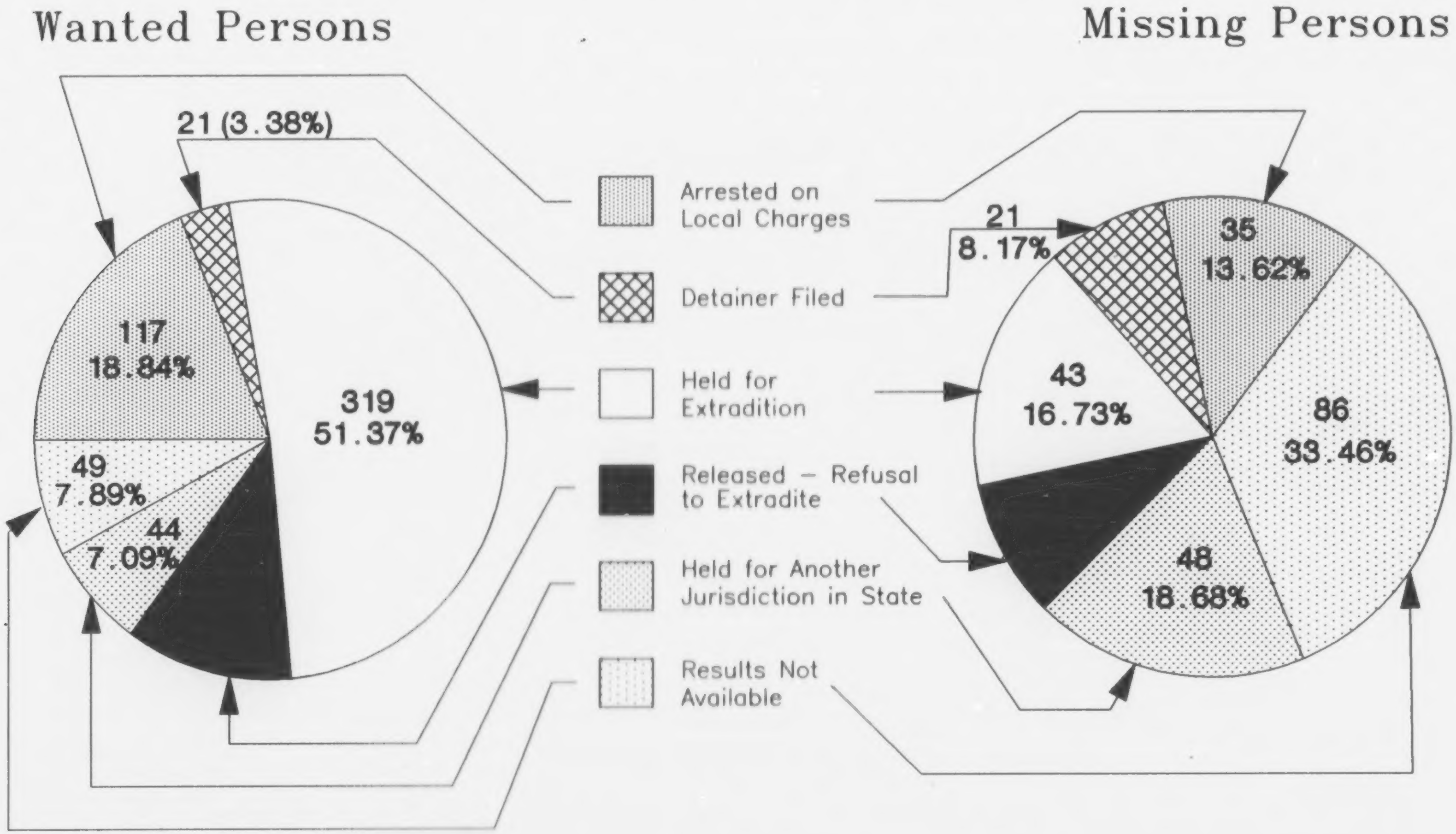
April, 1988

Offenses in Wanted Persons File Hits

Of the 621 wanted persons found during the survey, participants recorded that burglary (9.82%) was the most frequent offense in the hit records, followed by flight-escape (9.02%), larceny (8.7%), dangerous drugs (8.37%), and fraudulent acts (8.21%). The 621 wanted persons found were the result of 572 interstate hits logged by all participating states and 49 intrastate hits on NCIC logged by 19 states that either have no state wanted person file or do not store records in state systems for wanted persons that meet NCIC entry criteria.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Wanted and Missing Person Hit Results



Wanted Persons

Missing Persons

April, 1988

Wanted and Missing Hit Results

As depicted by the chart on the facing page, an analysis of Wanted Person File hit results shows that "held for extradition" occurred the highest number of times (319, 51.37%). For Missing Person File hits, the frequency for "held for another jurisdiction in state" (48, 18.68%) was highest.

Persons Found Armed

An analysis of survey Wanted Person File hits shows that 33(5.3%) of the wanted persons found were armed while 431 (69.4%) persons were unarmed. Information was not available for 157 (25.3%) persons. A caution indicator was recorded in 50 (8.0%) of the Wanted Person File hit records. For the 33 wanted persons found armed, 12 (36.4%) Wanted Person File hit records contained a caution indicator.

For survey Missing Person File hits, three (1.2%) persons were armed when found. A caution indicator was recorded in 10 (3.9%) of the missing person hit records. A caution indicator was in the Missing Person File hit record of one (33.3%) missing person found armed.

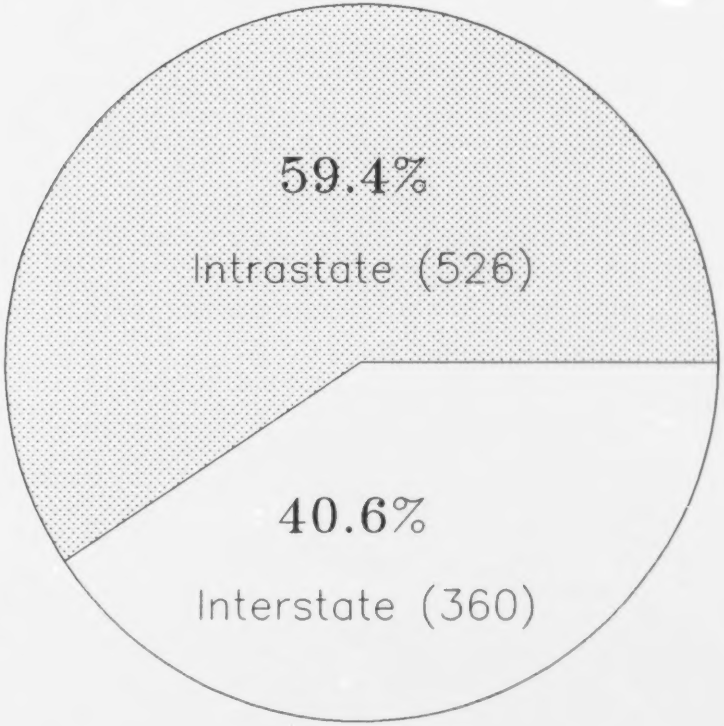
Seven (.8%) persons arrested as a result of Vehicle File hits were armed. Three (.3%) vehicle hit records contained caution indicators. Of the seven armed persons arrested as a result of Vehicle File hits, the record of one (14.3%) person contained a caution indicator.

Hit Basis

In Wanted Person File hits vehicle data was the hit basis in 15 (2.4%) instances, and in Missing Person File hits vehicle data was the basis of the inquiries in 18 (7.0%) instances.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Vehicle Hits (886)



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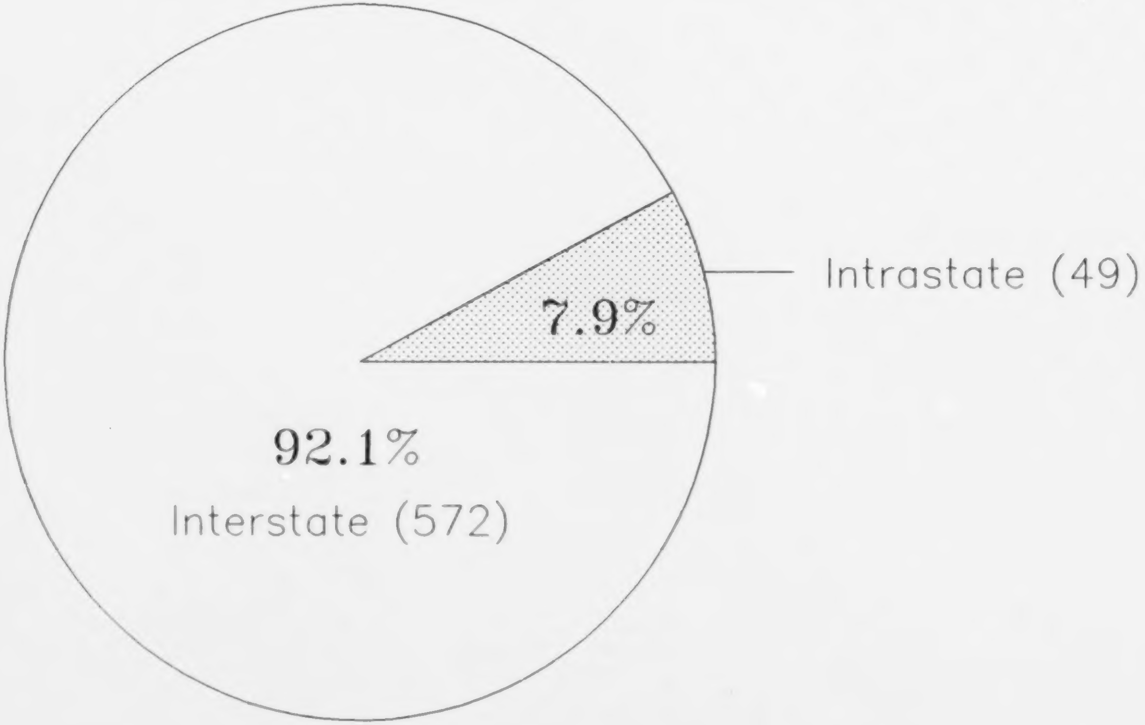
April, 1988

Intrastate and Interstate Vehicle Hits

During the survey intrastate vehicle hits were counted as benefits of NCIC use only in states that have no state vehicle file and one state that depends on NCIC for vehicle checks after a vehicle has been stolen more than 30 days. Of the 886 vehicle hits, 526 (59.4%) were received by agencies within the same state as the agency that entered the record in NCIC. Among the 49 participating states, 16 have no state vehicle file. The participating states logged 360 (40.6%) hits on vehicles stolen in another state.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Wanted Person Hits (621)

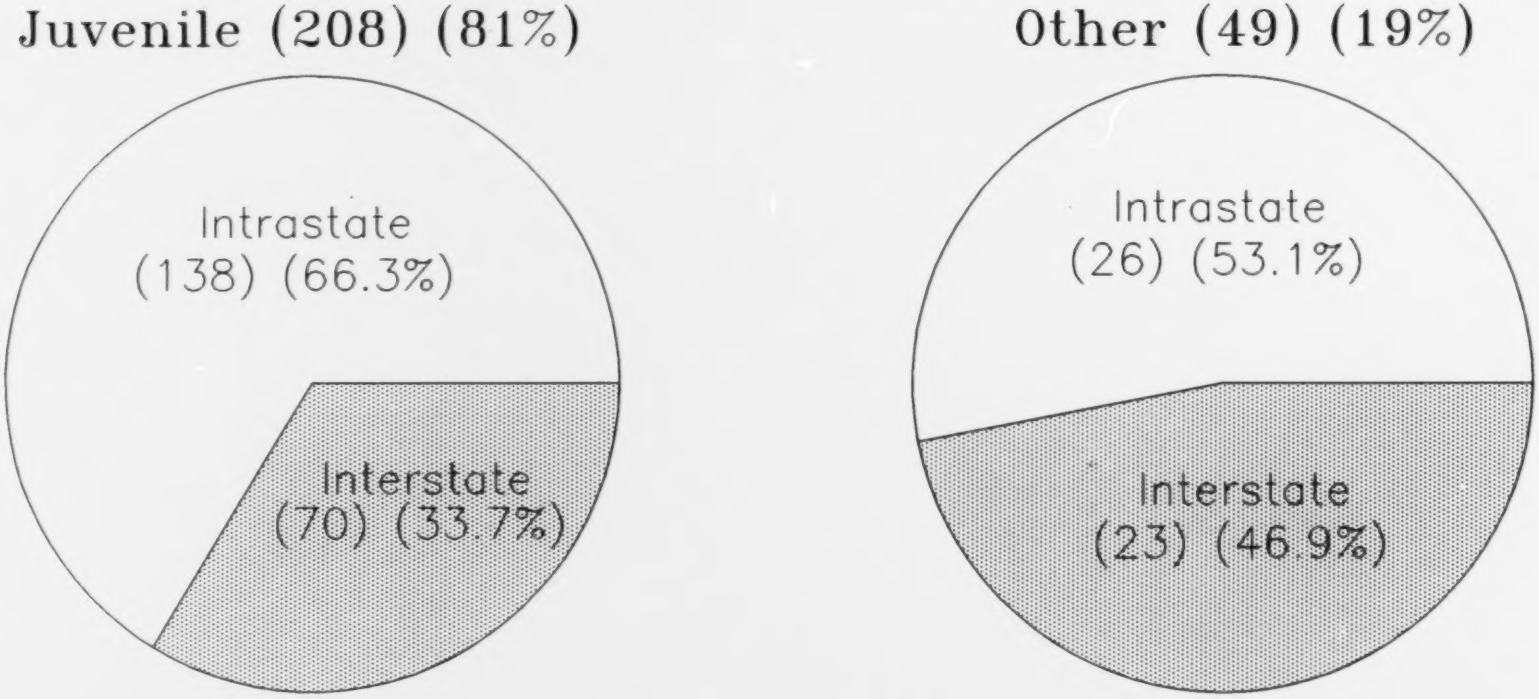


April, 1988

Intrastate and Interstate Wanted Person Hits

Of the 621 wanted person hits, 49 (7.9%) were intrastate and 572 (92.1%) were received by agencies in a state other than the state where the agency entered the record in NCIC. Among the survey participants, 30 states have wanted person files in their state systems, and 19 states either have no state wanted person files or do not store records in state systems for wanted persons that meet the criteria for entry in NCIC (felony or serious misdemeanor warrants).

NCIC VEHICLE AND WANTED PERSON FILES SURVEY
Missing Person Hits (257)


Juvenile (208) (81%)

Other (49) (19%)

April, 1988

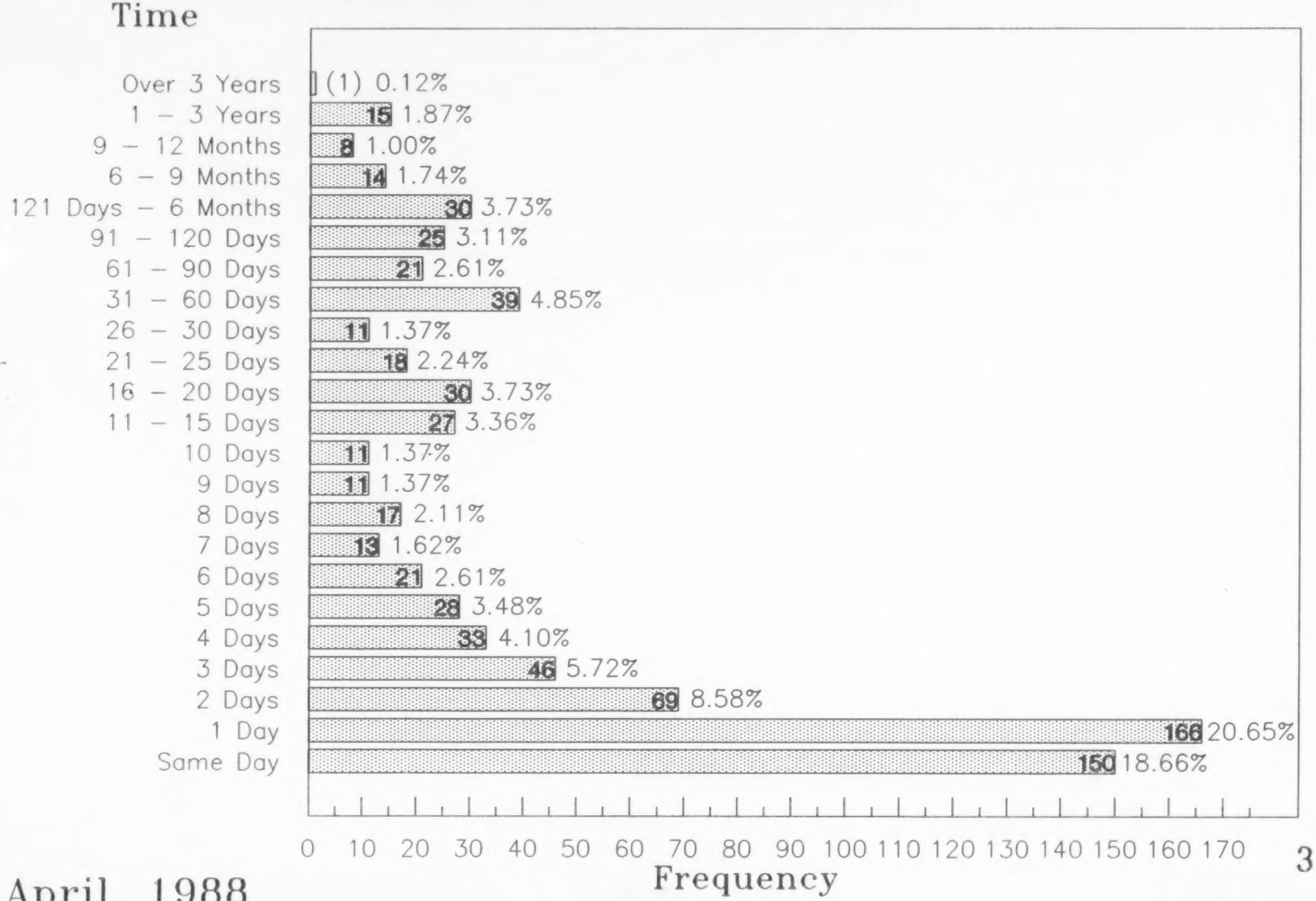
Intrastate and Interstate Missing Person Hits

For the 208 missing person hits for juveniles, records were received in the same state as the state where the agency entered the record in 138 (66.3%) hits. In 70 (33.7%) hits, the juvenile record was received in a state other than the state where the record was entered. For the 49 hits on other missing person records, 26 (53.1%) were between agencies within the same state and 23 (46.9%) were between agencies in two states. Among the survey participants, 20 states have missing person files in their state systems and 29 states have no computerized missing person files.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Time Lapse From Date of Theft to Date of Vehicle Hit

(Information Available for 804 Hits)



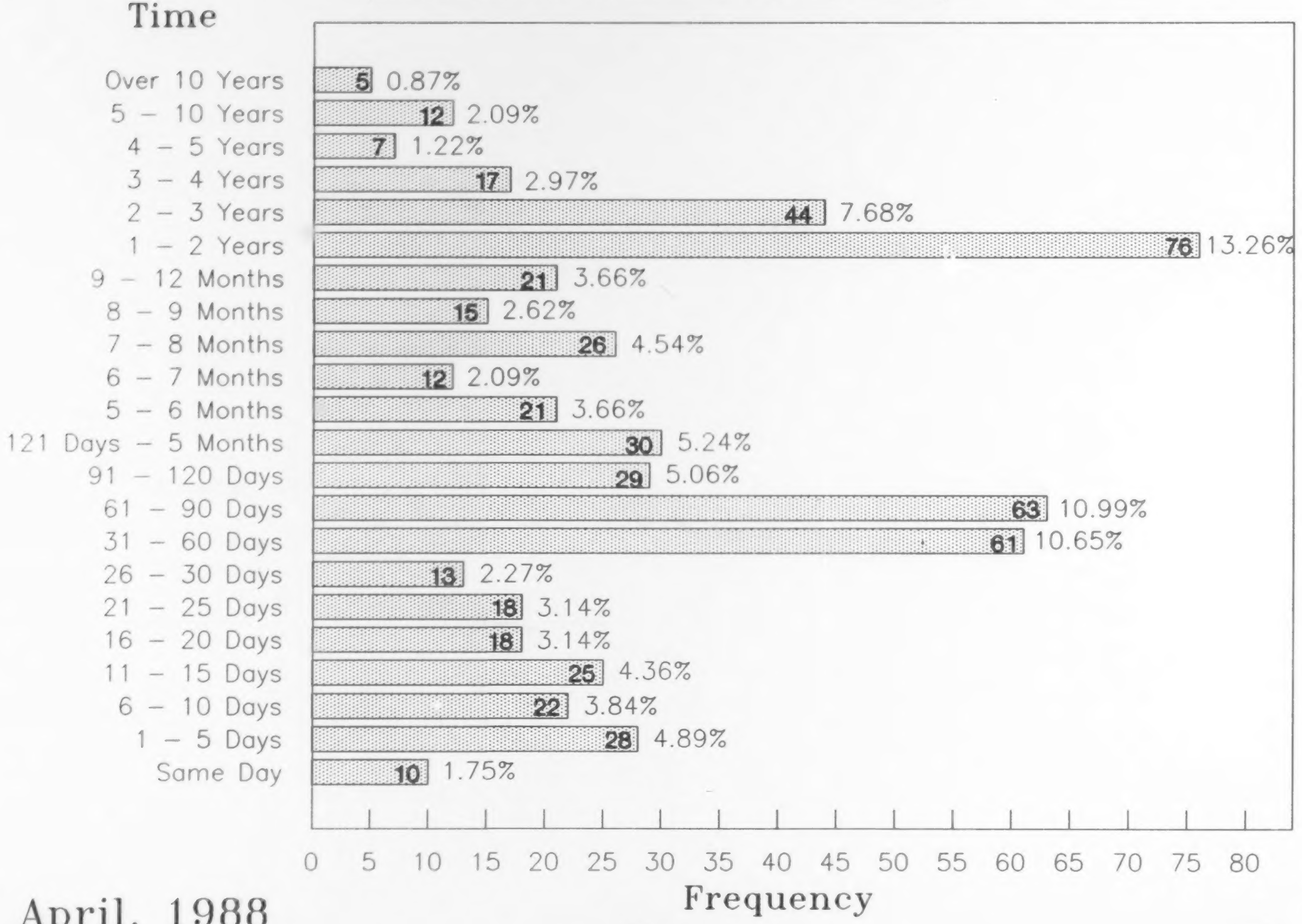
Analysis of Date of Theft Data

A comparison of the date of theft to the date of hit for survey Vehicle File hits, shows 18.66% of vehicles recovered as a result of hits on NCIC were located the same day as the date of theft, and another 20.65% of recovered vehicles from NCIC hits were located one day after the date stolen. The percentage of vehicles located within five days of the date of theft was 61.19%, within ten days 70.27%, and within 20 days 77.36%.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Time Lapse From Date of Warrant to Date of Wanted Person Hit

(Information Available for 573 Hits)



April, 1988

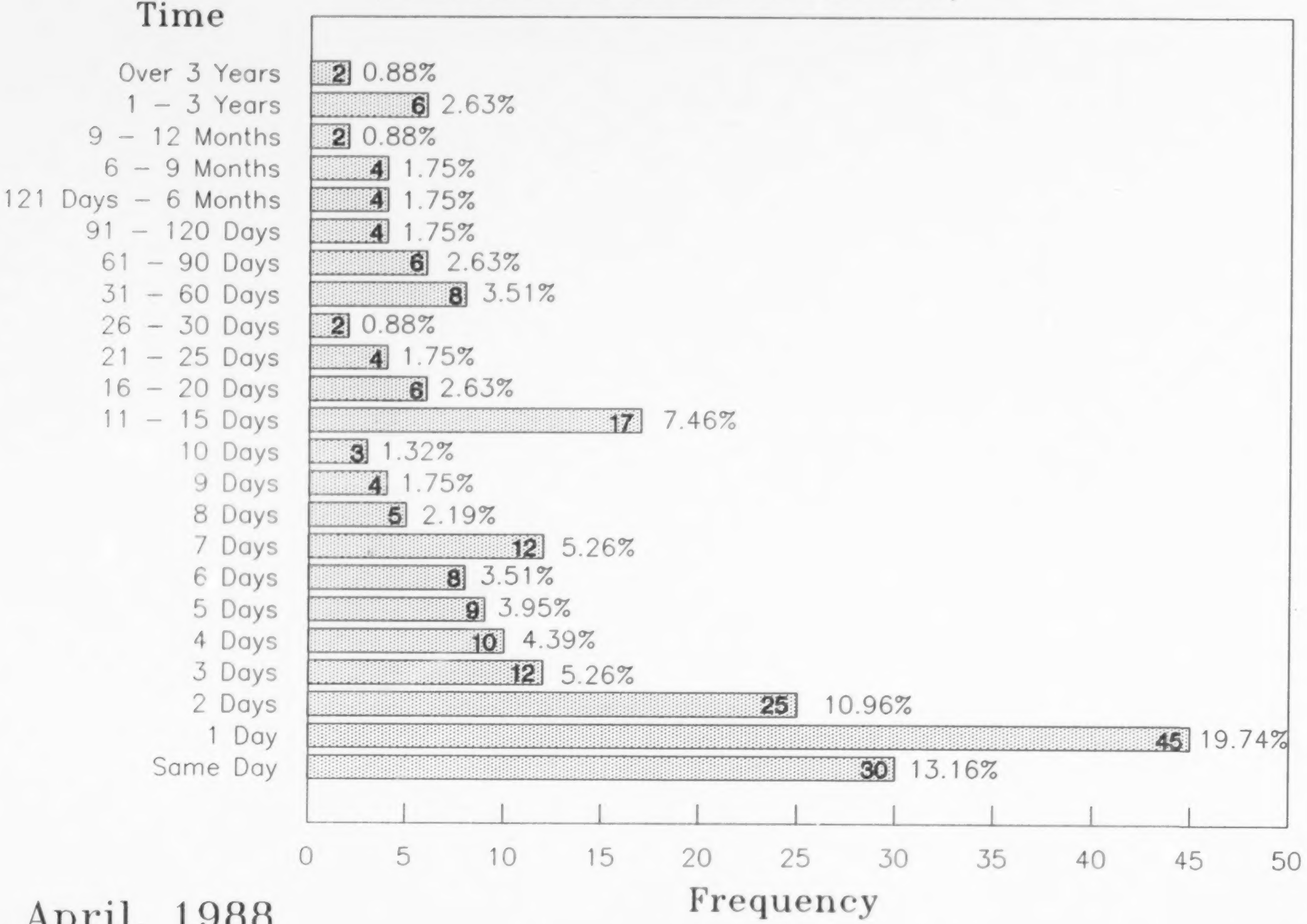
Analysis of Date of Warrant Data

A comparison of the date of warrant to the date of hit for survey Wanted Person File hits shows 1.75% of wanted persons found as a result of hits on NCIC were located the same day as the date the warrant was issued, and another 4.89% of wanted persons were found within one to five days after the date of warrant. The percentage of wanted persons found within 30 days of the date of warrant was 23.39%, within 60 days 34.04%, within 90 days 45.03%, within 12 months 71.90%, and within two years 85.16%.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Time Lapse From Date of Last Contact to Date of Missing Person Hit

(Information Available for 228 Hits)



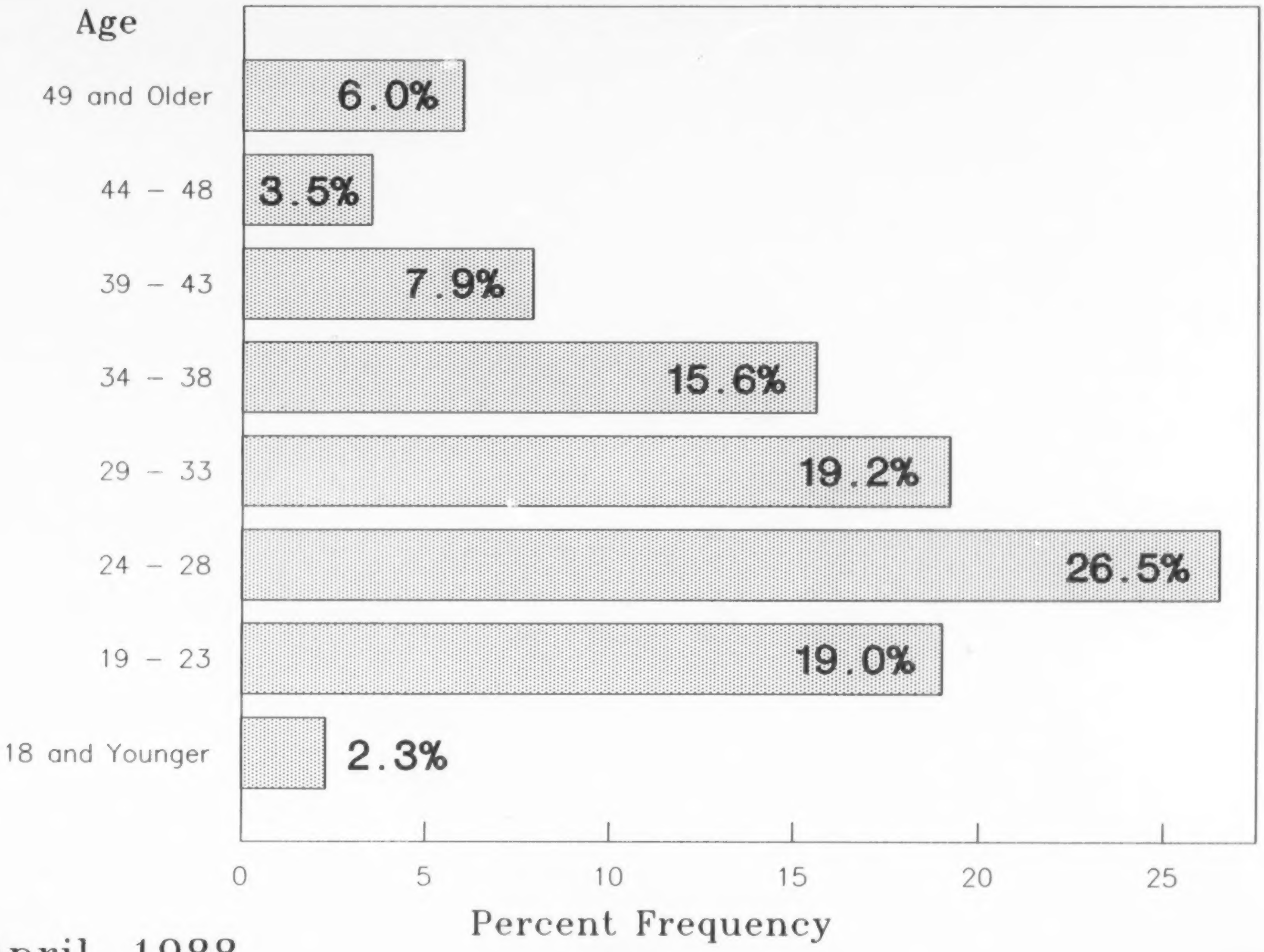
April, 1988

Analysis of Date of Last Contact Data

A comparison of the date of last contact to the date of hit for survey Missing Person File hits shows 13.16% of missing persons found as a result of hits on NCIC were located the same day as the date of last contact, and another 19.74% were found one day after the date of last contact. The percentage of missing persons found within five days of the date of last contact was 57.46%, within ten days 71.49%, and within 20 days 81.58%.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Age of Wanted Persons



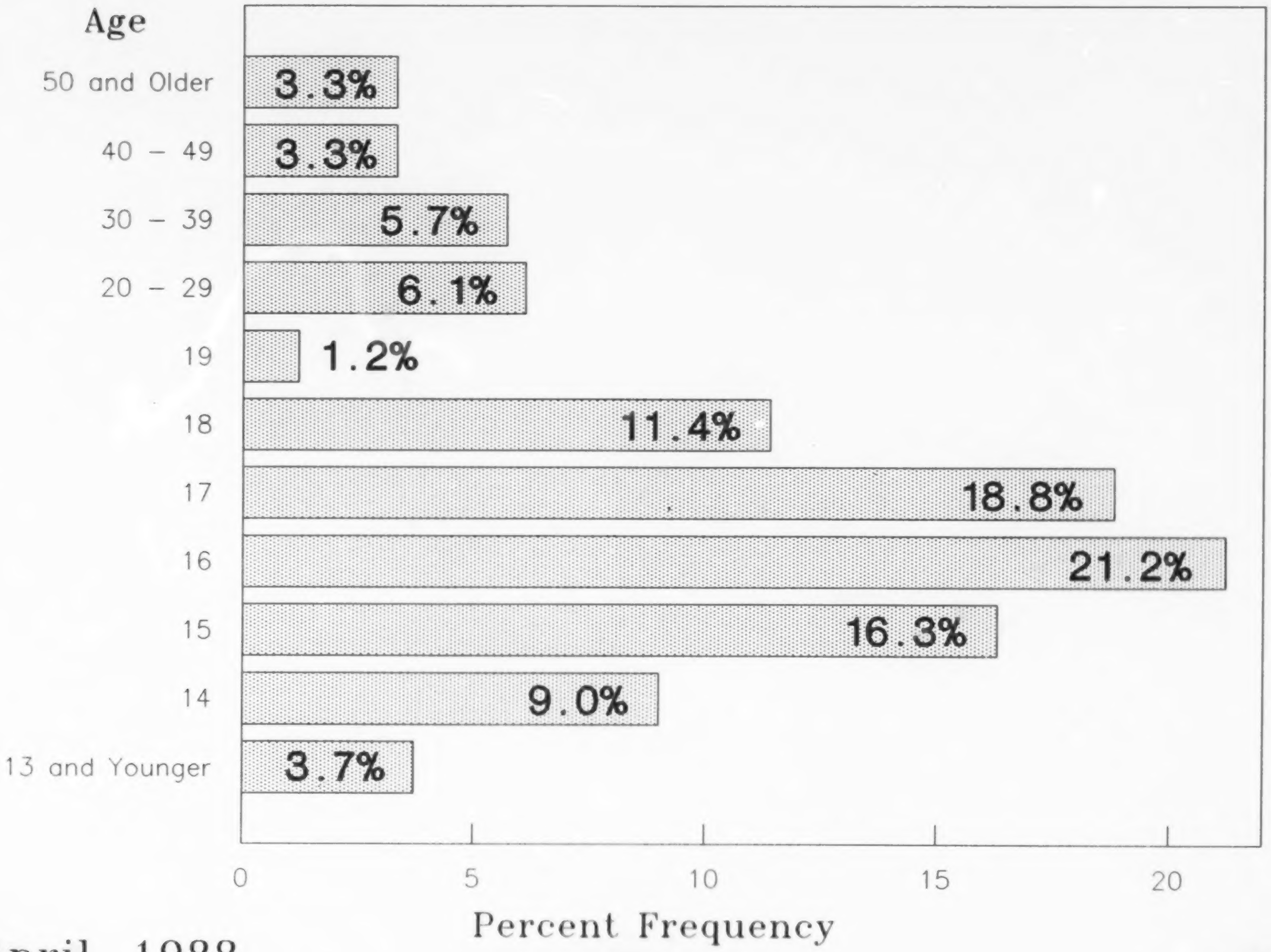
April, 1988

Age of Wanted Persons

A comparison of the date of birth with the date of hit recorded for wanted persons found during the survey shows that 80.3% were between the ages of 19 and 38 years.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Age of Missing Persons

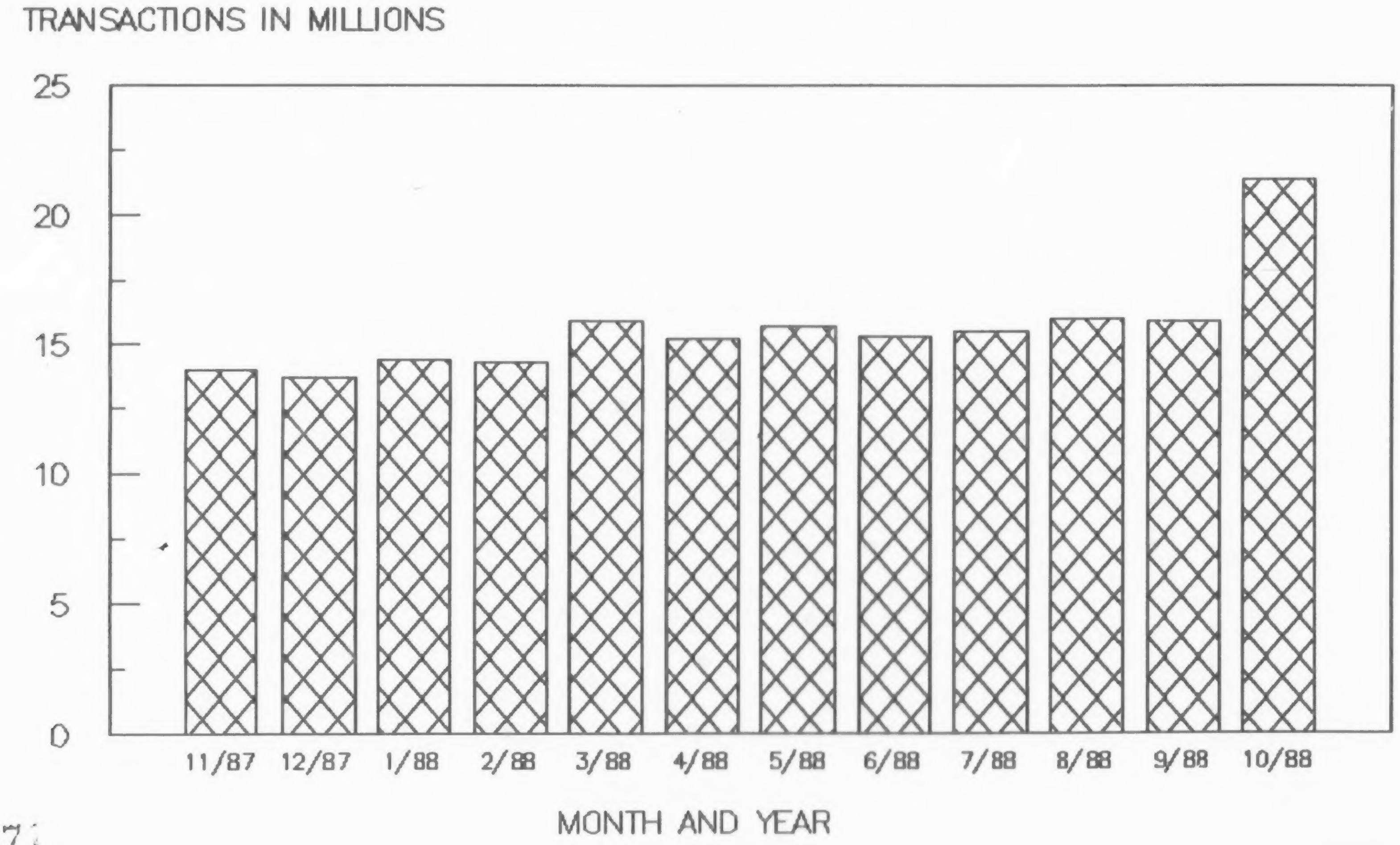


April, 1988

Age of Missing Persons

A comparison of the date of birth with the date of hit for missing persons found as a result of survey Missing Person File hits shows that 80.4% were 18 years and under.

NCIC VEHICLE AND WANTED PERSON INQUIRIES



Inquiry Transactions for 12 Months

A comparison of the inquiry transaction volume of April, 1988, with that of the other 11 months of the 12-month period, November, 1987, through October, 1988, is shown on the facing page. The monthly average number of inquiry transactions during the 12-month period was 15,619,996. The total number of inquiry transactions in April, 1988, was 15,231,521. Therefore, the transaction volume for April, 1988, was slightly below average but within the normal range of monthly inquiry transaction volumes.

INFERENCES

Transactions entering the NCIC System do so as a binomial process where each transaction has some unknown probability, "p," of being successful. In order to make inferences about the true probability of success for an NCIC transaction, the random sample of transactions entering the system was taken during the period from April 1-30, 1988. In this sampling process, counts were maintained on the number of transactions sampled and the number of successes observed. If X denotes the number of observed successes in N trials, the maximum likelihood estimator of the true probability of success based on this sample is:

$$\overline{X} = X/N$$

Further, a measure of the precision of the estimate can be made using statistical methods to establish a confidence interval. A 95% confidence interval on the true probability of success is given by:

$$\overline{X} - 1.96\sqrt{\overline{X}(1 - \overline{X})/N} < p < \overline{X} + 1.96\sqrt{\overline{X}(1 - \overline{X})/N}$$

or alternatively,

$$\overline{X} \pm 1.96\sqrt{\overline{X}(1 - \overline{X})/N}.$$

To illustrate the use of this technique, consider the following example:

$X = 1{,}764$ (NCIC Hits)
$N = 1{,}313{,}280$ (Transactions in Sample)

$$\overline{X} = X/N = 0.0013432$$

$$1.96\sqrt{\overline{X}(1 - \overline{X})/N} = 0.0000626$$

These estimates can be used to make inferences about the entire population of transactions through simple multiplication. The total number of inquiry transactions processed in April, 1988, was 15,231,521; therefore, the expected number of hits from all transactions is:

$$(.0013432)\ (15{,}231{,}521) = 20{,}459$$
$$\pm\ (.0000626)\ (15{,}231{,}521) = \pm\ 954$$

NCIC VEHICLE AND WANTED PERSON FILES SURVEY
INFERENCES FOR APRIL 1988

(95 Percent Confidence Interval)

Results	Survey Totals	Mean	Upper Bound	Lower Bound
RECOVERED VEHICLES FROM VEHICLE QUERIES	869	11,291	12,041	10,540
RECOVERED VEHICLES FROM WANTED PERSON QUERIES	20	215	309	120
TOTAL RECOVERED VEHICLES	889	11,506	12,350	10,660
VALUE OF RECOVERED VEHICLES	$5,828,418	$75,435,070	$80,968,462	$69,888,567
VALUE OF RECOVERED CONTRABAND	$278,769	*		
VALUE OF OTHER RECOVERED PROPERTY	$36,379	*		
WANTED PERSONS FOUND	621	6,679	7,204	6,153
MISSING PERSON HITS	257	2,980	3,344	2,615
MISSING JUVENILES FOUND	236	2,737	3,086	2,387
OTHER MISSING PERSONS FOUND	60	695	871	518
PERSONS APPREHENDED	885	10,264	10,940	9,587
ADDITIONAL CHARGES	461	5,346	5,833	4,858
ALL SURVEY HITS	1,764	20,459	21,413	19,504

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* Due to low number of observed occurrences of contraband and other property recoveries, inferences are inappropriate.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY
INFERENCES FOR CALENDAR YEAR 1988

(95 Percent Confidence Interval)

Results	Survey Totals	Mean	Upper Bound	Lower Bound
RECOVERED VEHICLES FROM VEHICLE QUERIES	869	166,812	177,893	155,730
RECOVERED VEHICLES FROM WANTED PERSON QUERIES	20	2,623	3,772	1,473
TOTAL RECOVERED VEHICLES	889	169,435	181,665	157,203
VALUE OF RECOVERED VEHICLES	$5,828,418	$1,110,841,399	$1,191,023,123	$1,030,646,563
VALUE OF RECOVERED CONTRABAND	$278,769	*		
VALUE OF OTHER RECOVERED PROPERTY	$36,379	*		
WANTED PERSONS FOUND	621	81,474	87,879	75,068
MISSING PERSON HITS	257	39,598	44,438	34,757
MISSING JUVENILES FOUND	236	36,362	41,000	31,723
OTHER MISSING PERSONS FOUND	60	9,244	11,583	6,904
PERSONS APPREHENDED	885	136,360	145,341	127,378
ADDITIONAL CHARGES	461	71,030	77,512	64,547
ALL SURVEY HITS	1,764	271,796	284,471	259,120

* Due to low number of observed occurrences of contraband and other property recoveries, inferences are inappropriate.

APPENDIX A

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Analysis of Benefits from Hits

State	Total Hits	VEHICLES RECOVERED		Wanted Persons Found	Persons Apprehended	Additional Charges	VALUE OF RECOVERED:		FOUND MISSING PERSONS	
		Number	Value				Contraband	Other Property	Juveniles	Adults
Alabama	30	10	$41,688	18	19	12	$268,000	$350	1	0
Alaska	7	0	$0	7	4	0	$0	$0	0	0
Arizona	88	45	$180,206	38	74	13	$1,789	$402	11	2
Arkansas	12	1	$10,000	11	12	8	$0	$0	0	0
California	50	11	$73,004	28	29	31	$0	$0	19	2
Colorado	10	2	$12,072	4	7	1	$0	$200	3	0
Connecticut	15	12	$68,597	5	11	12	$0	$200	1	0
Delaware	0	0	$0	0	0	0	$0	$0	0	0
Florida	102	22	$130,557	61	74	43	$8,000	$3,505	18	3
Georgia	26	9	$115,400	13	18	11	$0	$350	3	0
Hawaii	14	0	$0	14	15	2	$0	$0	0	0
Idaho	13	2	$38,800	9	11	0	$0	$8,800	2	0
Illinois	26	8	$38,622	16	16	11	$0	$25	2	1
Indiana	10	7	$33,800	2	4	0	$0	$0	1	0
Iowa	7	0	$0	8	6	0	$0	$0	1	0
Kansas	25	10	$61,400	4	24	3	$5	$0	9	5
Kentucky	3	1	$3,625	1	1	1	$0	$0	1	0
Louisiana	18	12	$137,344	8	12	7	$0	$300	1	0
Maine	9	2	$13,300	1	2	0	$0	$0	5	3
Maryland	97	56	$382,390	15	38	13	$50	$0	21	10
Massachusetts	15	9	$51,350	8	7	0	$0	$0	0	0
Michigan	14	0	$0	14	11	2	$0	$0	0	0
Minnesota	11	0	$0	7	7	4	$0	$0	3	1
Mississippi	10	4	$13,572	4	4	5	$0	$0	2	0
Missouri	35	4	$22,950	25	38	26	$0	$0	8	0
Montana	2	0	$0	1	0	0	$0	$0	1	0
Nebraska	10	4	$12,400	6	9	4	$25	$0	4	0
Nevada	43	25	$140,358	13	18	32	$0	$557	5	0
New Hampshire	8	2	$9,000	4	6	7	$0	$0	0	2
New Jersey	62	34	$246,384	14	31	38	$20	$1,050	8	6

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Analysis of Benefits from Hits

State	Total Hits	VEHICLES RECOVERED Number	VEHICLES RECOVERED Value	Wanted Persons Found	Persons Appre-hended	Additional Charges	VALUE OF RECOVERED: Contraband	VALUE OF RECOVERED: Other Property	FOUND MISSING PERSONS Juveniles	FOUND MISSING PERSONS Adults
New Mexico	27	13	$96,438	8	13	8	$40	$3,500	4	2
New York	32	15	$113,875	16	28	17	$350	$0	1	1
North Carolina	20	6	$119,610	9	14	10	$0	$0	4	0
North Dakota	1	1	$400	0	0	0	$0	$400	2	0
Ohio	34	6	$41,000	26	31	27	$250	$2,910	1	2
Oklahoma	55	24	$77,972	24	30	14	$0	$2,350	3	2
Oregon	6	0	$0	5	6	1	$0	$0	1	0
Pennsylvania	60	9	$50,644	19	26	13	$0	$0	18	13
Rhode Island	15	4	$27,144	6	6	1	$0	$0	5	0
South Carolina	17	8	$74,200	7	11	6	$0	$350	2	0
South Dakota	7	5	$12,200	0	0	0	$0	$0	2	0
Tennessee	458	443	$2,998,346	15	40	19	$0	$3,000	0	0
Texas	121	28	$194,175	38	69	29	$200	$260	57	3
Utah	25	17	$72,664	8	4	8	$30	$2,100	0	0
Vermont	4	2	$17,500	3	3	1	$0	$0	0	0
Virginia	70	10	$40,360	59	68	4	$0	$0	3	0
Washington	15	1	$10,000	14	13	7	$0	$7,500	0	0
West Virginia	12	6	$45,072	5	5	2	$0	$0	0	1
Wyoming	13	1	$2,000	8	10	8	$0	$470	3	1
Totals	1,764	889	$5,828,418	621	885	481	$278,769	$36,379	236	60

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

State System Files and Interstate/Intrastate Hit Counts

State	STATE SYSTEM FILES: Wanted Persons	Missing Persons	Vehicles	Total Hits	Inter-State Hits	Intra-State Hits
Alabama	yes	yes	yes	30	30	0
Alaska	yes	yes	yes	7	7	0
Arizona	yes	no	yes	88	86	2
Arkansas	yes	no	yes	12	12	0
California	yes	no	yes	50	38	12
Colorado	yes	yes	yes	10	10	0
Connecticut	yes	yes	yes	15	15	0
Delaware	yes	yes	yes	0	0	0
Florida	yes	yes	yes	102	102	0
Georgia	yes	yes	yes	26	26	0
Hawaii	no	no	no	14	13	1
Idaho	no	no	no	13	10	3
Illinois	yes	yes	yes	26	26	0
Indiana	yes	yes	yes	10	10	0
Iowa	yes	yes	yes	7	7	0
Kansas	no	no	no	25	10	15
Kentucky	yes	yes	yes	3	3	0
Louisiana	no	no	no	18	7	11
Maine	no	no	no	9	4	5
Maryland	yes	no	yes	97	76	21
Massachusetts	yes	yes	yes	15	15	0
Michigan	yes	yes	yes	14	14	0
Minnesota	yes	no	yes	11	7	4
Mississippi	no	no	yes	10	8	2
Missouri	yes	yes	yes	35	35	0
Montana	yes	no	yes	2	1	1
Nebraska	yes	no	yes	10	9	1
Nevada	no	no	no	43	18	25

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

State System Files and Interstate/Intrastate Hit Counts

	STATE SYSTEM FILES:					
State	Wanted Persons	Missing Persons	Vehicles	Total Hits	Inter-State Hits	Intra-State Hits
New Hampshire	no	no	no	8	4	4
New Jersey	yes	no	yes	62	48	14
New Mexico	no	no	no	27	13	14
New York	yes	yes	yes	32	32	0
North Carolina	yes	yes	yes	20	19	1
North Dakota	no	no	no	1	0	1
Ohio	yes	yes	yes	34	34	0
Oklahoma	no	no	no	55	25	30
Oregon	yes	yes	yes	6	6	0
Pennsylvania*	yes	no	yes	60	25	35
Rhode Island	no	no	yes**	15	4	11
South Carolina	no	no	yes	17	16	1
South Dakota	no	no	no	7	0	7
Tennessee	no	no	no	458	15	443
Texas	yes	no	yes	121	70	51
Utah	no	no	no	25	6	19
Vermont	no	no	no	4	3	1
Virginia	yes	yes	yes	70	70	0
Washington	yes	yes	yes	15	15	0
West Virginia	no	no	no	12	9	3
Wyoming	no	no	no	13	11	2
Totals				1,764	1,024	740

*Records entered by Philadelphia PD are not in the state system.
**Vehicles reported stolen in past 30 days.

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Participation and Hit Counts

State	Agencies Selected	Agencies Partici-pating	Agencies Reporting NCIC Hits	Vehicle Hits	Wanted Person Hits	Missing Person Hits	Total Hits
Alabama	32	27	10	11	18	1	30
Alaska	16	10	5	0	7	0	7
Arizona	20	15	11	40	38	10	88
Arkansas	14	14	6	1	11	0	12
California	69	43	18	10	26	14	50
Colorado	18	12	5	3	4	3	10
Connecticut	14	14	7	10	5	0	15
Delaware	2	2	0	0	0	0	0
Florida	43	38	22	23	61	18	102
Georgia	84	84	12	10	13	3	26
Hawaii	3	3	1	0	14	0	14
Idaho	10	10	4	2	9	2	13
Illinois	36	32	10	7	16	3	26
Indiana	39	39	5	7	2	1	10
Iowa	29	28	5	0	6	1	7
Kansas	21	16	6	11	4	10	25
Kentucky	12	10	1	1	1	1	3
Louisiana	26	13	4	12	6	0	18
Maine	10	10	3	2	1	6	9
Maryland	23	23	10	57	15	25	97
Massachusetts	38	37	7	9	6	0	15
Michigan	44	42	9	0	14	0	14
Minnesota	28	28	7	0	7	4	11
Mississippi	19	11	3	4	4	2	10
Missouri	32	23	10	5	25	5	35
Montana	5	5	2	0	1	1	2
Nebraska	16	13	5	3	6	1	10
Nevada	7	7	4	25	13	5	43
New Hampshire	8	8	4	2	4	2	8

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Participation and Hit Counts

State	Agencies Selected	Agencies Partici- pating	Agencies Reporting NCIC Hits	Vehicle Hits	Wanted Person Hits	Missing Person Hits	Total Hits
New Jersey	57	57	15	34	14	14	62
New Mexico	19	16	9	13	8	6	27
New York	83	83	6	15	16	1	32
North Carolina	44	44	10	7	9	4	20
North Dakota	6	6	1	1	0	0	1
Ohio	54	52	20	5	26	3	34
Oklahoma	15	15	8	27	24	4	55
Oregon	10	9	3	0	5	1	6
Pennsylvania	108	103	31	10	19	31	60
Rhode Island	12	12	6	4	6	5	15
South Carolina	27	27	8	8	7	2	17
South Dakota	10	10	2	5	0	2	7
Tennessee	18	11	8	443	15	0	458
Texas	115	112	39	24	38	59	121
Utah	11	11	7	17	8	0	25
Vermont	5	5	2	1	3	0	4
Virginia	14	14	7	9	59	2	70
Washington	12	11	5	1	14	0	15
West Virginia	9	9	8	6	5	1	12
Wyoming	10	6	7	1	8	4	13
Totals	1,357	1,230	398	886	621	257	1,764

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Survey Hits and Inquiries

State	Survey Vehicle Hits	Survey Vehicle Inquiries	Survey Wanted Person Hits	Survey Missing Person Hits	Survey Wanted Person Inquiries
Alabama	11	11,630	18	1	11,558
Alaska	0	1,349	7	0	618
Arizona	40	7,205	38	10	18,878
Arkansas	1	1,333	11	0	4,149
California	10	27,574	26	14	65,873
Colorado	3	18,638	4	3	34,480
Connecticut	10	23,129	5	0	6,340
Delaware	0	2,479	0	0	216
Florida	23	13,090	61	18	87,611
Georgia	10	7,561	13	3	20,096
Hawaii	0	24	14	0	7,444
Idaho	2	7,712	9	2	2,347
Illinois	7	30,508	16	3	102,680
Indiana	7	4,999	2	1	15,711
Iowa	0	4,573	6	1	9,605
Kansas	11	10,454	4	10	4,717
Kentucky	1	2,447	1	1	4,074
Louisiana	12	11,303	6	0	1,036
Maine	2	6,223	1	6	10,412
Maryland	57	4,766	15	25	2,006
Massachusetts	9	298	6	0	28,892
Michigan	0	6,765	14	0	41,276
Minnesota	0	932	7	4	13,821
Mississippi	4	8,579	4	2	995
Missouri	5	164	25	5	42,177
Montana	0	3,897	1	1	3,649
Nebraska	3	5,969	6	1	4,606
Nevada	25	15,881	13	5	13,665

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Survey Hits and Inquiries

State	Survey Vehicle Hits	Survey Vehicle Inquiries	Survey Wanted Person Hits	Survey Missing Person Hits	Survey Wanted Person Inquiries
New Hampshire	2	15,217	4	2	8,490
New Jersey	34	7,408	14	14	5,632
New Mexico	13	8,628	8	6	4,130
New York	15	46,756	16	1	72,751
North Carolina	7	6,634	9	4	3,056
North Dakota	1	3,299	0	0	795
Ohio	5	73,657	26	3	11,902
Oklahoma	27	8,712	24	4	2,276
Oregon	0	476	5	1	3,576
Pennsylvania	10	17,212	19	31	4,852
Rhode Island	4	10,668	6	5	4,761
South Carolina	8	2,334	7	2	1,645
South Dakota	5	3,599	0	2	1,021
Tennessee	443	20,304	15	0	4,513
Texas	24	10,985	38	59	82,543
Utah	17	1,344	8	0	2,231
Vermont	1	2,355	3	0	1,064
Virginia	9	4,591	59	2	16,434
Washington	1	3,399	14	0	24,540
West Virginia	6	4,024	5	1	618
Wyoming	1	3,454	8	4	2,980
Totals	886	494,538	621	257	818,742

APPENDIX B

NCIC Vehicle and Wanted Person Files Survey
Training Aid

Purpose of the Survey

The purpose of the survey is to collect data on benefits resulting from the use of the NCIC Vehicle and Wanted Person Files. Since each Vehicle File and Wanted Person File inquiry is also automatically searched in the Missing Person File, survey participants will also tabulate results for missing person hits resulting from vehicle and wanted person inquiries during the survey period. The data will be collected during April, 1988, from a random sample of law enforcement agencies who made inquiries in the NCIC Vehicle and Wanted Person Files during the selection month (November, 1987). During the period February 19 through March 31, 1988, each Control Terminal Officer (CTO) is requested to train operators and managers in participating agencies in the use of the data collection form, NCIC Vehicle and Wanted Person Files Survey Worksheet, and distribute the form. During the two weeks following April 30, 1988, the CTO should collect the forms from participating agencies and compile the totals for his/her state. All copies of the form with compiled totals should be mailed to FBI NCIC no later than May 16, 1988. FBI NCIC will then combine totals for all survey participants, analyze the results, make projections, and prepare a report.

The survey objective is to count the number of valid operational hits and certain specific benefits derived from each hit confirmed with the entering agency. Survey participants will not count as a hit an NCIC record received in response to an administrative inquiry made for the purpose of training or reviewing records.

Collecting the Data

Starting at 12:01 a.m. on April 1, 1988, each participating terminal agency is requested to log on the Worksheet each valid operational NCIC hit record received in response to an inquiry on a vehicle or a wanted person by recording the date of the hit (first column), the ORI of the agency requesting the inquiry (second column), the ORI of each hit record (third column), the NCIC Number of each hit record (fourth column), and any and all of the enumerated counts and values shown on the Worksheet and explained on the following pages.

The success of the survey depends on the extent of follow-up on the results of each valid operational hit. The procedure used to chronicle the information is also important. Each hit record should be listed on a separate line. It is suggested that the terminal manager or his/her designee handle the follow-up on hits for each shift during the 30 days of the survey.

The CTO should use the back of the Survey Worksheet to compile the totals for all participating agencies in his/her state.

Guidelines for the Worksheet Numbered Columns

The following are instructions for listing survey data in the numbered columns:

Column Numbered 1 - No. of Vehicles Recovered

Record a vehicle recovered for each automobile, truck, airplane, construction equipment, farm equipment, motorcycle, snowmobile, recreational vehicle, or trailer recovered as a result of a hit on an NCIC vehicle or person record.

Column Numbered 2 - Value of Vehicles Recovered

List the fair market value of each vehicle when it is recovered.

Column Numbered 3 - No. of Wanted Persons Found

Count each wanted person found as a result of a hit on an NCIC wanted person record.

Column Numbered 4 - No. of Persons Apprehended

Record the total number of persons apprehended as a result of a vehicle, wanted, or missing person hit on the System. For example, a person who is driving a vehicle which is indexed as stolen in NCIC might be arrested even though he/she is not the subject of a wanted person record in NCIC. In another example, the individual accompanying a hit subject (either wanted person or missing person) may be arrested because of his/her association with the hit subject or because the NCIC hit provided probable cause for further investigation and that investigation uncovered contraband or other incriminating evidence.

Column Numbered 5 - Wanted or Missing Person's Year of Birth

Record the year of birth for each wanted or missing person hit subject from the Date of Birth (DOB) Field in the hit record. Recording the year of birth will permit analysis of survey data to show the range in age of such persons.

Column Numbered 6 - Offense in Wanted Person Record

Show the offense for which a wanted person hit subject is arrested by listing the appropriate offense literal code from the 20 offense translations shown at the bottom left-hand side of the Survey Worksheet. Recording the offense for which a wanted person is arrested permits analysis of the survey data to show the types of offenders being removed from society as a result of NCIC usage.

Column Numbered 7 - Date of Theft Report/Warrant/Last Contact

In this column, record the date of theft from each Vehicle File hit, the date of warrant from each Wanted Person File hit, and the date of last contact from each Missing Person File hit. In the analysis of survey results, FBI NCIC will compare this date with the date of hit (first column) to show the age of records which are the subjects of hits in the survey and the value of timely entry of records.

Column Numbered 8 - Armed

An armed person is any individual with a weapon in his/her possession at the time of arrest. A weapon is a gun, knife, baseball bat, or any object carried for the purpose of inflicting bodily harm. Show whether a hit subject was armed or unarmed or such information was not available by recording one of three codes for this column listed at the bottom center of the Survey Worksheet.

Column Numbered 9 - Caution Indicator

Record whether a caution indicator was in the hit record by entering one of two codes for this column listed at the bottom center of the Worksheet. Recording whether a caution indicator is in hit records will facilitate showing how often the Vehicle, Wanted Person, and Missing Person Files provide law enforcement with forewarnings of possible danger.

Column Numbered 10 - Wanted/Missing Person Hit Results

Show the results of each wanted or missing person hit by entering the appropriate hit result code from the five listed at the bottom second from right-hand side of the Worksheet. Collecting the results of each wanted or missing person hit will permit analysis of the dispositions of hits tabulated during the survey.

Column Numbered 11 - Hit Basis

Record whether the hit was based on a search of personal data or vehicle data by entering one of two codes listed at the bottom right-hand side of the Worksheet. Recording whether hits are based on personal or vehicle data will permit comparisons of the two to show the relative frequency of each type of search in retrieving hit records.

Column Numbered 12 - No. of Additional Charges

Enter the total number of additional charges brought against a person other than the charge for which arrested as a result of an NCIC vehicle, wanted, or missing person hit. Tabulating any additional charges brought against a person arrested as a result of an NCIC hit in the survey will facilitate showing added benefits of providing solutions to pending cases.

Column Numbered 13 - Value of Recovered Contraband

Contraband is anything that is illegal by its nature, such as drugs and unregistered guns. Record the street value of recovered illegal drugs and the fair market value of other contraband recovered as a result of a hit recorded during the survey.

Column Numbered 14 - Value of Recovered Property Other Than Vehicles

Examples of recovered property other than vehicles are money taken in a robbery and property taken in a burglary. Record the fair market value of the property when it is recovered.

Column Numbered 15 - No. of Missing Juveniles Found

Record the number of missing juveniles located as a result of use of the NCIC Vehicle and Wanted Person Files during the survey period. Even if a missing juvenile is not the subject of an NCIC Missing Person File record but happens to be the companion of a wanted person located as a result of a hit on the Wanted Person File, the location of the missing juvenile is the result of the use made of the Wanted Person File and should be counted in the survey. In a similar manner, an inquiry on a vehicle may match a Missing Person File record for a juvenile, and the results of such a hit would be counted in the survey. Also, if the missing juvenile is found because he/she is a passenger or the driver of a vehicle which is the subject of a Vehicle File hit, the found missing juvenile would be counted as a benefit resulting from use of the Vehicle File.

Column Numbered 16 - No. of Other Missing Persons Found

Record the number of missing persons other than juveniles located as a result of use of the NCIC Vehicle and Wanted Person Files during the survey period. Even if a missing person is not the subject of an NCIC Missing Person File record but is the companion of a located wanted person or is a passenger or the driver of a vehicle which is the subject of a Vehicle File hit, the found missing person would be counted as a benefit resulting from use of the Vehicle File or the Wanted Person File.

NCIC FILE REFERENCE CARD

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- Records for stolen, weapons.
- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- Records for stolen license plates.

Missing Person File

- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- Records for unidentified deceased persons.
- Records for persons of any age who are living and unable to ascertain his/her identity.
- Records for unidentified catastrophe victims.
- Records for body parts.

U.S. Secret Service (USSS) Protective File

- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- Records for stolen vehicles.
- Records for vehicles involved in the commission of a crime (felony vehicle).
- Records for stolen component parts.

Wanted Person File

- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- Records for probation and parole violators.
- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance of the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for the year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping it in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

*These identifiers apply to stolen part record inquiries.

Revised April, 1991

NCIC VEHICLE FILE

TYPES OF VEHICLE RECORDS

STOLEN VEHICLES

FELONY VEHICLES

STOLEN VEHICLE PARTS

REQUIREMENTS FOR NCIC VEHICLE RECORD INQUIRY

1. MESSAGE KEY (MKE)

2. ORIGINATING AGENCY IDENTIFIER (ORI)

in addition to

3. LICENSE PLATE NUMBER (LIC)

or

4. VEHICLE IDENTIFICATION NUMBER (VIN)

or

5. OWNER-APPLIED NUMBER (OAN)

or

6. NCIC NUMBER (NIC)

CROSS SEARCH

AN NCIC VEHICLE RECORD INQUIRY WILL AUTOMATICALLY SEARCH THE FOLLOWING FILES:

VEHICLE FILE

LICENSE PLATE FILE

BOAT FILE

WANTED PERSON FILE

U.S. SECRET SERVICE PROTECTIVE FILE

FOREIGN FUGITIVE FILE

ATF VIOLENT FELON FILE

MISSING PERSON FILE

PARTIAL VIN SEARCH

ALL VEHICLE SEARCHES ARE BASED ON THE EIGHT RIGHT-MOST CHARACTERS OF THE VIN.

USERS SHOULD INQUIRE ON ENTIRE VIN IF AVAILABLE.

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QV.DCFBIWAN1.VIN/MK112357
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DCFBIWAN1
RECORD NIC/W671295779 IS BASED ON PARTIAL VIN SEARCH -
VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON
THIS RESPONSE.

MKE/WANTED-JUVENILE DELINQUENT-CHARGED
ORI/DCFBIWAN1  NAM/POWELL,JOHN JR  SEX/M  RAC/W
POB/WY DOB/103074  DOE/103092   HGT/506   WGT/140
EYE/BRO   HAI/BRO SKN/DRK  SMT/SC R HND
FPC/121011C0151259TTC117
MNU/AS-425074455  SOC/425074455   OLN/425083345   OLS/WY
OLY/92
OFF/HOMICIDE - WILLFUL KILL - POL OFF - WEAPON  DOV/123191
OCA/TEST  MIS/ARMED AND DANGEROUS -- TEST RECORD
ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/NCIC1  LIS/WY  LIY/92  LIT/PC
VIN/1FAPP36X7MK112357  VYR/91  VMA/FORD  VMO/TEM  VST/2D
VCO/RED
NIC/W671295779
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RECORD NIC/V570654879 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.

MKE/STOLEN VEHICLE
ORI/DCFBIWAN1 LIC/NCIC1 LIS/WY LIY/92 LIT/PC
VIN/1FAPP36X7MK112357 VYR/91 VMA/FORD VMO/TEM VST/2D
VCO/RED DOT/123191 OCA/TEST MIS/TEST
NIC/V570654879
ORI IS FBI HEADQUARTERS WASHINGTON DC

INQUIRY USING A LICENSE PLATE NUMBER

```
QV.DCFBIWAN1.LIC/ABC123


DCFBIWAN1

MKE/STOLEN VEHICLE
ORI/FL0370100 LIC/ABC123 LIS/FL LIY/00 LIT/TK
VIN/JM2UC1214E0848972 VYR/84 VMA/MAZD VMO/TK VST/PK
DOT/103191
OCA/TEST MIS/TEST RECORD FOR STATE OF FL
NIC/V487231679
ORI IS FLORIDA DLE COMMAND CENTER TALLAHASSEE FL
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN VEHICLE
ORI/TXHPD0000 LIC/ABC123 LIS/KS LIY/NX LIT/EX VYR/91
VMA/CHEV
VMO/CAM VST/2D VCO/WHI DOT/112491 OCA/000000060
MIS/TEST RECORD
NIC/VV497619724
ORI IS PD HOUSTON TX
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN VEHICLE - OCCUPANT (S)  ARMED/HOLD FOR
LATENTS
ORI/MD0160434 LIC/ABC123 LIS/MD LIY/92 LIT/PC
VIN/9876543210 VYR/62 VMA/CHEV VMO/IMP VST/CV
VCO/WHI/RED
DOT/101591 OCA/TEST ENTRY
MIS/TEST ENTRY - LF FENDER IS YELLOW
NIC/V489355616
ORI IS MONTGOMERY COUNTY PD ROCKVILLE MD
IMMED CONFIRM RECORD WITH ORI
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MKE/WANTED PERSON
ORI/KSKPD0008 NAM/LAST-NAME, JOHN A  SEX/M RAC/W POB/TX
DOB/101231 HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND  FPC/121011C0141159TTCI13 MNU/AS-375145249
SOC/375145249 OLN/34862561 OLS/MD OLY/91
OFF/HOMICIDE - WILLFUL KILL - POL OFF- GUN  DOW/090291
OCA/TEST
MIS/TEST RECORD
ORI IS KANSAS CITY MO PD KANSAS CITY KS
LIC/ABC123 LIS/MD LIY/91 LIT/PC
VIN/2Y27H51100009 VYR/75 VMA/PONT VMO/VEN VST/2D
VCO/BLU
NIC/W654038962
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
* * * * *
WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD
NIC/W636497185 IS KNOWN TO USE THE FOLLOWING STOLEN OR
FALSE (S/F) IDENTIFICATION DOCUMENTS.  USE CAUTION IN
VERIFYING THE IDENTITY OF THIS PERSON.
S/F SOC/111111111
* * * * *

MKE/WANTED PERSON
ORI/VAUSC6005 NAM/TEST,RECORD SEX/F RAC/W POB/VA
DOB/122648 HGT/600 WGT/140 HAI/BRO SMT/BALD MNU/AR-
A1111 OLN/T215529705 OLS/CN OLY/90 OFF/SIMPLE ASSLT
DOW/050791 OCA/TEST
MIS/TEST RECORD
ORI IS US CUST SERV ENFORCEMENT SYSTEMS NEWINGTON VA
LIC/TEST LIS/VA LIY/91 LIT/PC
MNU/PP-TEST
LIC/ABC123 VA 91 TK
LIC/AAA VA 91 PC
NIC/W636497185
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

MKE/MISSING PERSON - ENDANGERED
ORI/DCFBIWAN1 NAM/LOST,GIRL SEX/F RAC/W POB/IL
DOB/032465 HGT/505 WGT/119 EYE/BLU HAI/BRO SMT/SC L HND
SOC/405678910 OLN/405678910 OLS/VA OLY/93 MNP/MP
DLC/0101592 OCA/TEST
MIS/THIS IS A TEST RECORD LAST SEEN WEARING BLK TOP BLU
JEANS POSSIBLY WITH W/M WHO IS ARMED DANGEROUS

ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/TLN405 LIS/VA LIY/94 LIT/PC
VIN/**2Y27H51100009** VYR/75 VMA/PONT VMO/VEN VST/2D
VCO/BLU
NIC/M539596307

LOCATE OF NCIC VEHICLE RECORD

```
MKE/LOCATED VEHICLE
ORI/DCFBIWAN1  LIC/NCICI  LIS/WY  LIY/92  LIT/PC
VIN/1FAPP36X7MK112357  VYR/91  VMA/FORD  VMO/TEM  VST/2D
VCO/BLU
DOT/012392  OCA/TEST
052092  CTCSP0000
NIC/V570654879
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/LVS1
LIC/CBA321  LIS/WY  LIY/92  LIT/TL  VIN/123456  VYR/81
VMA/FISC  VMO/TL  VST/CT  VCO/WHI
052092  MDMSP0000
MKE/LPS1
SER/CCHE123456  BRA/FORD  CAT/EN  EPD/55H
050292  VAVSP0000
NIC/V570654879
IMMMED CONFIRM RECORD WITH ORI
```

LOCATE OF NCIC ADD-ON VEHICLE RECORD

```
MKE/STOLEN VEHICLE
ORI/DCFBIWAN1  LIC/NCIC1  LIS/WY  LIY/92  LIT/PC
VIN/1FAPP36X7MK112357  VYR/91  VMA/FORD  VMO/TEM  VST/2D
VCO/BLU
DOT/012392  OCA/TEST
MIS/TEST
NIC/V570654879
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/LVS1
LIC/CBA321  LIS/WY  LIY/92  LIT/TL  VIN/123456  VYR/81
VMA/FISC  VMO/TL  VST/CT  VCO/WHI
052092  MDMSP0000
MKE/EPS1
SER/CCHE123456  BRA/FORD  CAT/EN  EPD/55H
MIS/TEST
NIC/V570654879
IMMED CONFIRM RECORD WITH ORI
```

LOCATE OF NCIC ADD-ON VEHICLE PART RECORD

```
MKE/STOLEN VEHICLE
ORI/DCFBIWAN1  LIC/NCIC1  LIS/WY  LIY/92  LIT/PC
VIN/1FAPP36X7MK112357  VYR/91  VMA/FORD  VMO/TEM  VST/2D
VCO/BLU
DOT/012392  OCA/TEST
MIS/TEST
NIC/V570654879
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/EVS1
LIC/CBA321  LIS/WY  LIY/92  LIT/TL  VIN/123456  VYR/81
VMA/FISC  VMO/TL  VST/CT  VCO/WHI
MIS/TEST
MKE/LPS1
SER/CCHE123456  BRA/FORD  CAT/EN  EPD/55H
052092  VAVSP0000
NIC/V570654879
IMMED CONFIRM RECORD WITH ORI
```

ENTRY OF NCIC VEHICLE RECORD

```
MKE/STOLEN VEHICLE
ORI/DCFBIWAN1  LIC/MYTOY  LIS/VA  LIY/93  LIT/MC
VIN/1HD1CCH17EY123456  VYR/84  VMA/HD  VMO/CYL  VST/MC
VCO/MAR
OAN/CCHE123456  DOT/052192  OCA/TEST
MIS/TEST/ OAN IS ENGINE
NIC/V442080220
ORI IS FBI HEADQUARTERS WASHINGTON DC
```

ENTRY OF NCIC FELONY VEHICLE RECORD

MKE/FELONY VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS
ORI/DCFBIWAN1 LIC/ABC238 LIS/ID LIY/93 LIT/PC VYR/90
VMA/CHEV VST/2T DOT/052492 OCA/TEST
MIS/TEST/DBL - BANK ROB 2 WHITE MALES
NIC/V572906280
ORI IS FBI HEADQUARTERS WASHINGTON DC

ENTRY OF NCIC VEHICLE PART RECORD

MKE/STOLEN PART
ORI/DCFBIWAN1 SER/1563229C BRA/FORD CAT/CT DOT/052492
OCA/TEST MIS/TEST/MUSTANG TITLE/VIN - 7F02Y00997
NIC/V572909187
ORI IS FBI HEADQUARTERS WASHINGTON DC

ENTRY OF NCIC ADD-ON VEHICLE RECORD

MKE/STOLEN VEHICLE
ORI/DCFBIWAN1 LIC/NCIC1 LIS/WY LIT/PC
VIN/1FAPP36X7MK112357 VYR/91 VMA/FORD VMO/TEM VST/2D
VCO/BLU DOT/012392 OCA/TEST
MIS/TEST
NIC/V570654879
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/EVS1
LIC/CBA321 LIS/WY LIY/92 LIT/TL VIN/123456 VYR/81
VMA/FISC VMO/TL VST/CT VCO/WHI
MIS/TEST
NIC/V578654879
IMMED CONFIRM RECORD WITH ORI

ENTRY OF NCIC ADD-ON VEHICLE PART RECORD

```
MKE/STOLEN VEHICLE
ORI/DCFBIWAN1  LIC/NCIC1  LIS/WY  LIT/PC
VIN/1FAPP36X7MK112357  VYR/91  VMA/FORD  VMO/TEM  VST/2D
VCO/BLU
DOT/012392  OCA/TEST
MIS/TEST
NIC/V570654879
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/EPS1
SER/CCHE123456  BRA/FORD  CAT/EN  EPD/55H
MIS/TEST
NIC/V570654879
IMMED CONFIRM RECORD WITH ORI
```

MODIFICATION OF NCIC VEHICLE RECORD

MV.DCFBIWAN1.NIC/V570654879.OCA/TEST.**VMO/TAU.VCO/RED**

DCFBIWAN1
MODIFY NIC/V570654879

****

MODIFICATION OF NCIC VEHICLE PART RECORD

MP.DCFBIWAN1.NIC/V572909187.OCA/TEST.**SER/1653229C**

DCFBIWAN1
MODIFY NIC/V572909187

****

MODIFICATION OF NCIC ADD-ON VEHICLE RECORD

AN NCIC ADD-ON VEHICLE RECORD CANNOT BE MODIFIED. THE ADD-ON VEHICLE RECORD MUST BE CANCELED AND REENTERED.

****

MODIFICATION OF NCIC ADD-ON VEHICLE PART RECORD

AN NCIC ADD-ON VEHICLE PART RECORD CANNOT BE MODIFIED. THE ADD-ON VEHICLE PART RECORD MUST BE CANCELED AND REENTERED.

CLEAR OF NCIC VEHICLE RECORD

CV.DCFBIWAN1.NIC/V570654879.OCA/TEST.052792

DCFBIWAN1
CLEAR NIC/V570654879

****

CLEAR OF NCIC VEHICLE PART RECORD

CP.DCFBIWAN1.NIC/V572909187.OCA/TEST.052792

DCFBIWAN1
CLEAR NIC/V572909187

****

CLEAR OF NCIC ADD-ON VEHICLE RECORD

AN NCIC ADD-ON VEHICLE PART RECORD(S) CANNOT BE CLEARED. A CLEAR TRANSACTION FOR A BASE VEHICLE FILE RECORD WILL REMOVE AN ADD-ON VEHICLE RECORD(S). IF THE ADD-ON VEHICLE(S) HAS NOT BEEN RECOVERED, THE VEHICLE(S) SHOULD BE REENTERED AS A BASE VEHICLE RECORD(S).

****

CLEAR OF NCIC ADD-ON VEHICLE PART RECORD

AN NCIC ADD-ON VEHICLE PART RECORD(S) CANNOT BE CLEARED. A CLEAR TRANSACTION FOR A BASE VEHICLE FILE RECORD WILL REMOVE AN ADD-ON VEHICLE PART RECORD(S). IF THE ADD-ON VEHICLE PART RECORD(S). IF THE ADD-ON VEHICLE PART(S) HAS NOT BEEN RECOVERED, THE PART(S) SHOULD BE REENTERED AS A BASE VEHICLE PART(S).

CANCELLATION OF NCIC VEHICLE RECORD

XV.DCFBIWAN1.NIC/V570654879.OCA/TEST.052792

DCFBIWAN1
CANCEL NIC/V570654879

****

CANCELLATION OF NCIC VEHICLE PART RECORD

XP.DCFBIWAN1.NIC/V572909187.OCA/TEST.052792

DCFBIWAN1
CANCEL NIC/V572909187

****

CANCELLATION OF NCIC ADD-ON VEHICLE RECORD

XVS1.DCFBIWAN1.NIC/V570654879.OCA/TEST.052792

DCFBIWAN1
CANCEL NIC/V570654879

****

CANCELLATION OF NCIC ADD-ON VEHICLE PART RECORD

XPS1.DCFBIWAN1.NIC/V570654879.OCA/TEST.052792

DCFBIWAN1
CANCEL NIC/V570654879

RETENTION PERIOD

VEHICLE RECORD

1. A VEHICLE RECORD WILL REMAIN IN NCIC FOR THE YEAR OF ENTRY PLUS FOUR OR UNTIL THE RECORD HAS BEEN CLEARED OR CANCELED BY THE ENTERING AGENCY.
2. A VEHICLE RECORD WILL REMAIN IN NCIC FOR ONLY 90 DAYS IF THE RECORD DOES NOT CONTAIN A VEHICLE IDENTIFICATION NUMBER (VIN) OR OWNER-APPLIED NUMBER (OAN).
3. DATA IN THE LICENSE FIELDS OF A VEHICLE RECORD CONTAINING A VIN OR OAN WILL BE PURGED ONE YEAR AFTER THE LICENSE PLATE EXPIRES.

* * *

FELONY VEHICLE RECORD

A FELONY VEHICLE RECORD WILL REMAIN IN NCIC FOR ONLY 90 DAYS.

* * *

VEHICLE PART RECORD

A VEHICLE PART RECORD WILL REMAIN IN NCIC FOR THE YEAR OF ENTRY PLUS FOUR OR UNTIL THE RECORD HAS BEEN CLEARED OR CANCELED BY THE ENTERING AGENCY.

* * *

ADD-ON VEHICLE RECORD

1. ADD-ON VEHICLE RECORD(S) APPENDED TO A BASE VEHICLE RECORD WILL REMAIN IN NCIC UNTIL THE END OF THE RETENTION PERIOD FOR THE BASE VEHICLE RECORD OR UNTIL THE RECORD HAS BEEN CANCELED BY THE ENTERING AGENCY.

2. DATA IN THE LICENSE FIELDS OF AN ADD-ON VEHICLE RECORD CONTAINING A VIN OR OAN WILL BE PURGED ONE YEAR AFTER THE LICENSE PLATE EXPIRES.

****

ADD-ON VEHICLE PART RECORD

ADD-ON VEHICLE PART RECORD(S) APPENDED TO A BASE VEHICLE RECORD WILL REMAIN IN NCIC UNTIL THE END OF THE RETENTION PERIOD FOR THE BASE VEHICLE RECORD OR UNTIL THE RECORD HAS BEEN CANCELED BY THE ENTERING AGENCY.

U.S.Department of Justice
Federal Bureau of Investigation

BOAT FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS

COUNTY
CITY
FEDERAL
STATE
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
FIDELITY
BRAVERY
INTEGRITY

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: BOAT FILE

TITLE OF INSTRUCTION:	THE NCIC BOAT FILE
TIME ALLOTTED:	SIX HOURS
TARGET GROUP:	FULL ACCESS TERMINAL OPERATORS
INSTRUCTOR:	
METHOD OF INSTRUCTION:	LECTURE, OVERHEAD, TRANSPARENCIES, AND VIDEO TAPE PRESENTATION
DATE:	JULY 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF)
  Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry	- The purpose of an inquiry transaction is to request a search of an NCIC file(s).
Locate	- The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.
Entry	- The purpose of an entry transaction is to place a new record into the NCIC database.
Supplemental	- The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.
Add-On	- The purpose of an add-on transaction is to link a stolen part to a stolen item of property.
Modification	- The purpose of a modification transaction is to add, delete, or change data in an NCIC record.
Clear	- The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from a NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - XXIII: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XXIV: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XXV: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC BOAT FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Boat File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a boat for NCIC purposes.
2. State the purpose of an NCIC boat record inquiry, locate, entry, supplemental, add-on, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC boat record inquiry, locate, entry, supplemental, add-on, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC boat record inquiry, locate, entry, supplemental, add-on, modification, clear, and cancellation transaction.
5. Describe the policy issues and general information that may affect an NCIC boat record inquiry, locate, entry, supplemental, add-on, modification, clear, and cancellation transaction.
6. State the retention period for stolen boat records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of a boat for NCIC purposes.

2. List four examples of boat types that may be entered in the NCIC Boat File.

INQUIRY SECTION

1. List four occasions when an NCIC boat record inquiry should be made.

2. To inquire on a stolen boat record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: (give four examples)

3. An NCIC boat inquiry will search only the base stolen boat records.

   a. True
   b. False

4. An NCIC boat inquiry will search only the NCIC Boat File.

   a. True
   b. False

LOCATE SECTION

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   a. True
   b. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

LOCATE SUPPLEMENTAL SECTION

1. A locate cannot be placed on an NCIC Boat Supplemental record.

   a. True
   b. False

LOCATE SUPPLEMENTAL TRAILER SECTION

1. If a boat and boat trailer are stolen together and only the trailer is recovered, a locate message can be placed on just the trailer.

   a. True
   b. False

LOCATE ADD-ON SECTION

1. If a base boat record has five add-on parts and all are recovered, a separate locate message has to be placed for each add-on record.

   a. True
   b. False

ENTRY SECTION

1. For NCIC purposes, partial registration numbers must not be entered in a stolen boat record.

   a. True
   b. False

2. Name three of the eleven alphabetic state codes that are different than those assigned by NCIC for the Registration State Field (RES).

3. If a code is not listed for a Boat Make (BMA), the alphabetic characters "MISC" should be entered in the BMA Field, and the Miscellaneous (MIS) Field must contain ______________________.

4. Describe a Boat File NCIC Number (NIC).

ENTRY SUPPLEMENTAL SECTION

1. List the five additional identifiers that can be added to a stolen boat record.

2. If the Coast Guard Document number (CGD) is the only numeric identifier available for a stolen boat record, the CGD must be entered in the Registration (REG) Field of the base boat record.

   a. True
   b. False

ENTRY SUPPLEMENTAL TRAILER SECTION

1. If an automobile, trailer, and a boat are stolen, the automobile should be entered as a base _________ record, the boat should be entered as a base _______ record, and the trailer should be entered as a ________ _____ _________ record.

2. If a boat and boat trailer are stolen together, but only the boat is recovered, in what NCIC file should the boat trailer be entered? _____________________

ENTRY ADD-ON SECTION

1. The maximum number of add-on boat part records that may be appended to a base boat record is ____________________.

2. If only a boat part has been stolen (no boat involved), the boat part must be entered as a base part record in the _______ File.

MODIFICATION SECTION

1. The purpose of an NCIC boat record modification is to ______, ______, or _______ information.

2. Any agency may modify a boat record.

   A. True
   B. False

MODIFICATION SUPPLEMENTAL TRAILER SECTION

1. Describe modification procedures for a supplemental boat trailer.

MODIFICATION ADD-ON SECTION

1. Describe modification procedures for an add-on boat part.

CLEAR SECTION

1. State when an entering agency would clear a boat record.

2. The Date of Recovery can be prior to the Date of Theft.

   a. True
   b. False

CLEAR SUPPLEMENTAL, SUPPLEMENTAL TRAILER, AND ADD-ON PART SECTION

1. A clear transaction for a base boat record will not clear the supplemental record, the supplemental trailer record, and the add-on part record(s). A separate clear transaction has to be used for each record.

   a. True
   b. False

CANCELLATION SECTION

1. Describe when an agency would cancel a boat record.

2. Any agency may cancel an NCIC boat record.

   a. True
   b. False

CANCELLATION SUPPLEMENTAL SECTION

1. What transaction must be used to cancel individual data fields in a boat supplemental record? ________________

CANCELLATION SUPPLEMENTAL TRAILER SECTION

1. A supplemental trailer would be canceled when it is determined that the information in the record is __________ or __________, or the boat trailer has been ________________.

RETENTION PERIOD SECTION

1. A boat record remains in NCIC indefinitely or until the entering agency clears or cancels the record.

   a. True
   b. False

2. If a stolen boat record does not contain a _____ or a _____, it will only remain in NCIC for _____ days.

3. If a stolen boat trailer does not contain a _____ or a _____, it will only remain in NCIC for _____ days.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines a **boat as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.**

2. Examples of boat types that may be entered in the NCIC Boat File include, but are not limited to:

   runabout, **houseboat**, **hydroplane**, **cruiser**, **yacht**, **sailboat**, **canoe** and **utility**.

INQUIRY SECTION

1. NCIC boat record inquiries should be made on, but not limited to:

   a. **A boat that appears to be abandoned and its equipment is stripped from the boat,**
   b. **A boat that is in possession of someone who cannot produce proper ownership documents,**
   c. **A boat's registration information that contains a hull identification number that does not match the hull identification number on the boat,**
   d. **A boat that is registered as homemade, but appears to be a manufactured boat or the manufacturer's logo is displayed on the boat**.

2. Inquiries can be made using **Registration number (REG)**, or **REG and Hull Serial number (BHN)**, or **BHN**, or **Owner-Applied Number (OAN),** or **License Plate number (LIC)**, or **Vehicle Identification Number (VIN)**, or **Coast Guard number (CGD)**, or **CGD and Serial number (SER)**, or **SER**, or **NCIC number (NIC)**.

3. **False**. An NCIC boat inquiry will search the base boat record, the boat supplemental record, the supplemental trailer boat record, and the add-on boat part record(s).

4. **False**. An NCIC boat inquiry will search the Boat File and the Vehicle File.

LOCATE SECTION

1. **False**. Before placing a locate, a locating agency must confirm the NCIC record with the entering agency.

2. The **$.L. Message** is the message that indicates to the entering agency that a locate has been placed on their record.

LOCATE SUPPLEMENTAL SECTION

1. **True**. A locate cannot be placed on an NCIC Boat Supplemental record. A locate would have to be placed on the base boat record.

LOCATE SUPPLEMENTAL TRAILER SECTION

1. **True**. If a boat and boat trailer are stolen together and only the trailer is recovered, a locate message can be placed on just the trailer.

LOCATE ADD-ON SECTION

1. **True**. If a base boat record has five add-on parts and all are recovered, a separate locate message has to be placed for each add-on record.

ENTRY SECTION

1. **True**. For NCIC purposes, partial registration numbers are not to be entered in a stolen boat record.

2. The eleven alphabetic state codes that are different than those assigned by NCIC for the Registration State Field (RES) are:

   a. **California (CF)**
   b. **Colorado (CL)**
   c. **Delaware (DL)**
   d. **Hawaii (HA)**
   e. **Kansas (KA)**
   f. **Massachusetts (MS)**
   g. **Michigan (MC)**
   h. **Mississippi (MI)**
   i. **Washington (WN)**
   j. **Wisconsin (WS)**
   k. **American Samoa (AS)**

3. If a code is not listed for a Boat Make (BMA), the alphabetic characters "MISC" should be entered in the BMA Field, and the Miscellaneous (MIS) Field must contain **the complete identity of the boat manufacturer**.

4. **A unique NCIC number (NIC) begins with the letter "B" and is followed by nine numeric characters.**

ENTRY SUPPLEMENTAL SECTION

1. The five identifiers that can be added to a stolen boat record are:

   a. **Coast Guard number (CGD)**
   b. **Home Port (HPT)**
   c. **Hull Shape (HSP)**
   d. **Model Name (BMO)**
   e. **Boat Name (BNM)**

2. **True**. If the Coast Guard Document number (CGD) is the only numeric identifier available for a stolen boat record, the CGD must be entered in the Registration (REG) Field of the base boat record.

ENTRY SUPPLEMENTAL TRAILER SECTION

1. If an automobile, trailer, and a boat are stolen, the automobile should be entered as a base **vehicle** record, the boat should be entered as a base **boat** record, and the trailer should be entered as a **supplemental boat trailer** record.

2. When a boat and boat trailer are stolen together, but only the boat is recovered, the boat trailer should then be entered in the **Vehicle File** as a base vehicle record.

ENTRY ADD-ON SECTION

1. The maximum number of add-on boat part records that may be appended to a base boat record is **seven**.

2. If only a boat part has been stolen (no boat involved), the boat part must be entered as a base part record in the **Vehicle** File.

MODIFICATION SECTION

1. The purpose of an NCIC boat record modification is to **add**, **delete**, or **change** information.

2. **False**. Only the entering agency may modify a boat record.

MODIFICATION SUPPLEMENTAL TRAILER SECTION

1. **The supplemental boat trailer record cannot be modified. The supplemental boat trailer record must be canceled and reentered**.

MODIFICATION ADD-ON SECTION

1. **The add-on boat part record cannot be modified. The add-on boat part record must be canceled and reentered.**

CLEAR SECTION

1. A boat record is cleared when the entering agency **recovers the boat or is officially advised that another agency has recovered the boat**.

2. **False**. The Date of Recovery cannot be prior to the Date of Theft.

CLEAR SUPPLEMENTAL, SUPPLEMENTAL TRAILER, AND ADD-ON PART SECTION

1. **False**. A clear transaction for a base boat record will clear the supplemental, supplemental trailer, and add-on part records at the same time.

CANCELLATION SECTION

1. **A boat record is canceled when the entering agency determines that the record contains invalid or inaccurate information**.

2. **False**. Only the entering agency may cancel an NCIC boat record.

CANCELLATION SUPPLEMENTAL SECTION

1. A **modify** transaction may be used to cancel individual data fields in a boat supplemental record.

CANCELLATION SUPPLEMENTAL TRAILER SECTION

1. A supplemental boat trailer would be canceled when it is determined that the information in the record is **invalid** or **inaccurate**, or the boat trailer has been **recovered**.

RETENTION PERIOD SECTION

1. **False**. A stolen boat record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency.

2. If a stolen boat record does not contain a **Hull Serial number (BHN)** or a **Owner-Applied Number (OAN)**, it will only remain in NCIC for **90** days.

3. If a stolen boat trailer record does not contain a **Vehicle Identification Number (VIN)** or an **Owner-Applied Number (OAN)**, it will only remain in NCIC for **90** days.

ITEMS AND MATERIALS

Overhead Projector and Screen
VCR and Monitor
Video Tapes - NCIC "Boat File"
NCIC "Vehicle File for Law Enforcement Officers"

OVERHEAD TRANSPARENCIES (OH):

BF - OH #1	NCIC BOAT FILE
BF - OH #2	EXAMPLES OF NCIC BOAT TYPES
BF - OH #3	REQUIREMENTS FOR NCIC BOAT RECORD INQUIRY
BF - OH #4	CROSS-SEARCH
BF - OH #5	LOCATE OF NCIC BOAT RECORD
BF - OH #6	LOCATE OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD
BF - OH #7	LOCATE OF ADD-ON BOAT PART RECORD
BF - OH #8	MANDATORY FIELDS FOR ENTRY OF NCIC BOAT RECORD
BF - OH #9	ENTRY OF NCIC BOAT RECORD
BF - OH #10	REGISTRATION STATE CODES
BF - OH #11	DATA FIELDS FOR BOAT SUPPLEMENTAL RECORD
BF - OH #12	ENTRY OF NCIC BOAT SUPPLEMENTAL RECORD
BF - OH #13	ENTRY OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD
BF - OH #14	ADD-ON BOAT PARTS
BF - OH #15	ENTRY OF NCIC ADD-ON BOAT RECORD
BF - OH #16	MODIFICATION OF NCIC BOAT RECORD
BF - OH #17	CLEAR OF NCIC BOAT RECORD
BF - OH #18	CANCELLATION OF NCIC BOAT RECORD
BF - OH #19	RETENTION PERIOD - BOAT RECORD
BF - OH #20	RETENTION PERIOD - BOAT SUPPLEMENTAL RECORD
BF - OH #21	RETENTION PERIOD - SUPPLEMENTAL BOAT TRAILER RECORD
BF - OH #22	RETENTION PERIOD - ADD-ON BOAT PART

HANDOUT MATERIALS:

BF - HD #1 - "NCIC File Reference Card"

I. INTRODUCTION

References

IO -

INSTRUCTIONAL
OBJECTIVE

OH -

OVERHEAD
TRANSPARENCY

HD -

HANDOUT
MATERIAL

THIS SIX-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC BOAT FILE.

As of 1992, there are estimated to be ten to twelve million boats registered in the United States.* In twenty-nine of the states, boats are titled when registered. In the remaining thirty-one states, boats are just registered. Therefore, it is important to realize that boat registration documentation does not necessarily verify ownership of the boat. Hull identification numbers should always be verified through the NCIC Boat File in addition to the registration number to verify that a boat is not stolen. **

OH #1

The NCIC Boat File, created in 1969, contains records for stolen boats. As of January 1, 1992, there were 31,047 records entered in the NCIC Boat File.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Boat File. Effective utilization of the NCIC Boat File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

* LTJG David S. Fish, U.S. Coast Guard, Project Officer for Vessel Identification and Documentation Systems (VIDS), March, 1992

** Major David MacGillis, Stolen Boat Coordinator, Florida Marine Patrol, March, 1992

II. DEFINITION OF A BOAT FOR NCIC PURPOSES

IO #1

NCIC defines a boat as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

This definition includes, but is not limited to: *

OH #2

- Runabout
- Houseboat
- Hydroplane
- Cruiser
- Yacht
- Sailboat
- Canoe
- Utility

*** REFER TO NCIC/STATE CODE MANUAL FOR COMPLETE LISTING OF BOAT TYPES.**

A stolen boat record may be in the NCIC Boat File when the registration number, document number, hull serial number, or owner-applied number is available and unique. Also, a theft report must be on file.

III. INQUIRY OF NCIC BOAT RECORD

A. Purpose

IO #2

The purpose of an NCIC boat record inquiry is to determine if a record is listed in NCIC as stolen. Inquiries should be made on, but are not limited to:

1. A boat that appears to be abandoned and its equipment is stripped from the boat,
2. A boat that is in possession of someone who cannot produce proper ownership documents,
3. A boat's registration information that contains a hull identification number that does not match the hull identification number on the boat,
4. A boat that is registered as homemade, but appears to be a manufactured boat or the manufacturer's logo is displayed on the boat.

B. Requirements

IO #3

To inquire on a stolen boat record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

OH #3

a. Registration/document number (REG)
 or
b. REG and Hull Serial number (BHN)
 or
c. BHN
 or
d. Owner-Applied Number (OAN)
 or
e. License Plate number (LIC)
 or
f. Vehicle Identification Number (VIN)
 or
g. Coast Guard number (CGD)
 or
h. CGD and Serial number (SER)
 or
i. SER
 or
j. NCIC number (NIC)

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses **IO #4**

An NCIC boat record inquiry will cause the NCIC computer to transmit the following responses:

1. Hit or positive response - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC boat record(s).
   and
2. Cross Search - An NCIC boat record inquiry will automatically search the **Boat File** and the Vehicle File. * **OH #4**
   or
3. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any NCIC active boat record or in any active NCIC records from the cross search.
   or
4. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines **IO #5**

1. Policy Issues

   a. Boat Record

      1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly

identical with the boat in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information.)

2. General Information

   a. Boat Record

      1) When performing an inquiry on a boat Registration number (REG), the complete REG should be used, regardless of the number of characters.
      2) The NCIC computer will search the last eight characters of a REG.
      3) Registration state cannot be used in an inquiry.
      4) Many manufacturers add characters to the twelve-character Hull Serial number (BHN). Therefore, when performing an inquiry on a BHN, the complete BHN should be used.
      5) The NCIC computer will search the last fifteen characters of a BHN. If no record is found, then an inquiry should be made on the first twelve characters of the BHN.
      6) An inquiry containing a REG, or License Plate number (LIC), and/or Coast Guard number (CGD) should be identified by the message field code REG.
      7) An inquiry containing a Hull Identification Number (BHN), or Owner-Applied Number (OAN), or Vehicle Identification Number (VIN) and/or Serial number (SER) should be identified by the message field code BHN.
      8) If the Miscellaneous Field contains information about a vehicle being stolen in connection with the stolen boat entry, the Vehicle File should be inquired to determine if the vehicle is still stolen.

9) An NCIC boat record inquiry will search the boat supplemental, supplemental boat trailer, and add-on boat record(s).

IV. LOCATE OF NCIC BOAT RECORD

A. Purpose IO #2

The purpose of an NCIC stolen boat record locate is to indicate that an agency other than the entering agency has recovered the boat.

B. Requirements IO #3

1. To locate a stolen boat record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC number (NIC), Originating Agency Case number (OCA), Date of Recovery, Recovering Agency Case number,
   or
   b. Registration or document number (REG), OCA, Date of Recovery, Recovering Agency Case number,
   or
   c. Hull Serial number (BHN), OCA, Date of Recovery, Recovering Agency Case number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC stolen boat record locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed.
and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record.
or
3. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or

format of the NCIC locate.
additionally

4. Other Administrative Message

   a. $.P. (Purge) Administrative Message - indicates to the entering agency that their record has been purged from NCIC. The $.P. administrative message is generated following the NCIC scheduled purges (first Sunday of each month).

INSTRUCTOR'S NOTE: THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED AND NOT CLEARED FROM NCIC.

REFER TO BOAT FILE LESSON PLAN PART XVI. CLEAR OF NCIC RECORD.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Boat Record

      1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan).
      2) Following confirmation with the entering agency, a locate message must be placed on the recovered boat record.

2. General Information

   a. Boat Record

      1) The Date of Recovery cannot be prior to the Date of Theft.
      2) If the locating agency is the entering agency, a locate transaction cannot be performed.
      3) A record in locate status cannot be modified.

4) The message key translation changes from "STOLEN BOAT" to "LOCATED BOAT." Then the Date of Recovery, the Recovering Agency ORI, and the Recovering Agency Case number replace the Miscellaneous Field data in the record.

5) A locate appended to a base boat file record will also place a locate on a supplemental boat trailer record and/or add-on boat part record(s). **OH #5**

V. LOCATE OF NCIC BOAT SUPPLEMENTAL RECORD

A separate locate cannot be placed on an NCIC Boat Supplemental Record.

INSTRUCTOR'S NOTE: WHEN A LOCATE IS APPENDED TO A BASE BOAT FILE RECORD IT AUTOMATICALLY LOCATES THE BOAT SUPPLEMENTAL RECORD.

VI. LOCATE OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

A. Purpose

IO #2

The purpose of an NCIC supplemental boat trailer record locate is to indicate that an agency other than the entering agency has recovered the trailer.

B. Requirements

IO #3

1. To locate a supplemental boat trailer record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC number (NIC), Originating Agency Case number (OCA), Date of Recovery, Recovering Agency Case number,
   or
   b. Registration or document number (REG), OCA, Date of Recovery, Recovering Agency Case number,
   or
   c. Hull Serial number (BHN), OCA, Date of Recovery, Recovering Agency Case number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC supplemental boat trailer record locate will cause the computer to transmit one of the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed.
   and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their supplemental boat trailer record.
   or
3. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines — **IO #5**

1. Policy Issues

   a. Supplemental Boat Trailer Record

      1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan).
      2) Following confirmation with the entering agency, a locate message must be placed on the recovered supplemental boat trailer record.
      4) If the trailer has not been recovered with the boat, the trailer must then be entered in the Vehicle File as a base record.

2. General Information

   a. Supplemental Boat Trailer Record

      1) The Date of Recovery cannot be prior to the Date of Theft.
      2) If the locating agency is the entering agency, a locate transaction cannot be performed.
      3) A record in locate status cannot be modified.
      4) The message key translation changes from "EBT" to "LBT." Then the Date of Recovery, Recovering Agency ORI, and the Recovering Agency Case number replace the Miscellaneous Field data in the record. — **OH #6**
      5) If a locate is placed on the base Boat File record, the entire record (including the supplemental boat trailer record) will also be located. If only the boat trailer is located, a supplemental boat trailer locate transaction should be used to locate only the supplemental boat trailer record. — **OH #6**

VII. LOCATE OF NCIC ADD-ON BOAT PART RECORD

A. Purpose

IO #2

The purpose of an NCIC add-on boat part record locate is to indicate that an agency other than the entering agency has recovered the boat part.

B. Requirements

IO #3

1. To locate an add-on boat part record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC number (NIC), Originating Agency Case number (OCA), Date of Recovery, Recovering Agency Case number,
   or
   b. Registration number (REG), OCA, Date of Recovery, Recovering Agency Case number,
   or
   c. Hull Serial number (BHN), OCA, Date of Recovery, Recovering Agency Case number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC boat record locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed.
   and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record.
   or
3. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

   a. Add-On Boat Part Record

      1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan).
      2) Following confirmation with the entering agency, a locate message must be placed on the recovered add-on boat record.
      3) If the add-on boat part has not been recovered with the boat, the boat part record must be entered in the Vehicle File as a vehicle part.

2. General Information

   a. Add-On Boat Part Record

      1) The Date of Recovery cannot be prior to the Date of Theft.
      2) If the entering agency is the locating agency, a locate transaction cannot be performed.
      3) A record in locate status cannot be modified.
      4) If a locate is placed on the base Boat File record, the entire record (including the add-on boat part record) will also be located. If only the add-on boat part is located, an add-on boat part locate transaction should be used to locate only the add-on boat part record. OH #7
      5) The message key translation changes from "EBP" to "LBP." Then the Date of Recovery, the Recovering Agency ORI, and Recovering Agency Case number replace the Miscellaneous Field OH #7

data in the record.

6) If more than one boat part has been recovered for one base Boat File record, a separate add-on boat part locate transaction has to be used to locate each add-on boat part record.

VIII. ENTRY OF NCIC BOAT RECORD

A. Purpose

IO #2

The purpose of an NCIC boat record entry is to place a stolen boat record into NCIC making the information available to authorized criminal justice agencies.

1. A stolen boat record may be entered when a theft report has been made with a unique registration number, document number, permanently attached hull serial number, or owner-applied number.
2. Loaned, rented, or leased boats not returned may be entered if a theft report is made or a filed complaint results in the issuance of a warrant charging an individual with embezzlement or theft.

B. Requirements

IO #3

OH #8

1. Boat records entered into NCIC must include the following fields:
   - a. Message Key (MKE)
   - b. Originating Agency Identifier (ORI)
   - c. Registration or Document Number (REG)
   - d. Registration State (RES)
   - e. Registration Year of Expiration (REY)
   - f. Hull Serial Number (Boat Hull Number) (BHN) **or** Owner-Applied Number (OAN)
   - g. Boat Model Year (BYR)
   - h. Boat Make (BMA)
   - i. Date of Theft (DOT)
   - j. Originating Agency Case Number (OCA)

OH #9

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC boat record entry will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC entry - indicates to the entering agency that the boat record has been successfully entered into NCIC.
and
2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the boat record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.
or
3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTE: IF THE ORI, BHN, AND BMA OR ORI, REG, RES, AND REY OR ORI, OAN, BMA, AND OCA FIELDS IN A BOAT RECORD TO BE ENTERED ARE IDENTICAL TO A BOAT RECORD ON FILE, THE ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

a. Boat Record

1) An NCIC boat record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.
2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a

second party. Verification of the record should include assuring that all available cross checks were made, e.g., REG, BHN, and that the data in the NCIC record matches the data in the investigative report.

3) When a hull serial number (BHN) or owner-applied number (OAN) is not available at the time of entry, the BHN or OAN must be obtained and entered within 90 days, or the stolen boat record will be suppressed and then purged from NCIC. *

4) An agency entering a record for a boat registered in another state must advise the NCIC Control Terminal Agency (CTA) in the state of registry.

5) Each registration number (REG) must consist of two capital letters denoting the state of the issuing authority.

6) The two-character alphabetic code denoting the issuing state must conform to the regulated alphabetics. Eleven of these codes are different from those state codes assigned by NCIC for the RES Field. ** **OH #10**

7) The last two digits of the highest year in which the boat's registration or documentation certificate is valid must be entered in the Registration Year of Expiration (REY) Field.

8) If the REG is a document number, the REY must contain "NX" for non-expiring. ***

9) If the hull serial number (BHN) exceeds 20 characters, the last 20 characters must be entered in the BHN Field. The complete BHN must be entered in the Miscellaneous (MIS) Field. **

10) If a code is not listed for a Boat Make, the alphabetic characters "MISC" should be entered in the BMA Field, and the MIS Field must contain the complete identity of the boat manufacturer.

*** INSTRUCTOR'S NOTE: AFTER THE RECORD IS PURGED FROM THE NCIC BOAT FILE, THE ENTERING AGENCY IS NOTIFIED WITH AN ADMINISTRATIVE $.P. MESSAGE.**

**** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

***** REFER TO NCIC TECHNICAL AND OPERATIONAL UPDATE, February 7, 1991**

2. General Information

a. Boat Record

1) The character "-P" may be added to the MKE to indicate that the boat should be held for latent fingerprints.
2) The character "-A" may be added to the MKE if the occupants are known to be armed.
3) The character "-F" may be added to the MKE if a combination of the above two conditions exist.
4) The Registration Number (REG) is to be entered with all letters and numerals.
5) Partial Registration Numbers are not to be entered.
6) Commercial vessels and certain motor yachts over five tons are "documented" as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. A document number is issued for these vessels by the U.S. Coast Guard. This document number should be entered in the REG Field of the base Boat File record, if it is the only numeric identifier for the vessel, otherwise it should be entered into the boat supplemental record.*
7) If a code is not listed for a Boat Make and the manufacturer's name is not known, use the MIS Field to describe the boat and any

information which may lead to the determination of the manufacturer's name.

8) The Owner-Applied Number (OAN) Field should contain an identification number assigned by the owner of the property in connection with a theft prevention program.
9) The OAN cannot be the same as the BHN.
10) The MIS Field should include information on "Notify ORI of All Hits" (NOAH).
11) A successful NCIC boat entry will generate a unique NCIC (NIC) number beginning with the letter "B" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and cancellation transactions.

*** INSTRUCTOR'S NOTE: REFER TO BOAT FILE LESSON PLAN: PART IX. ENTRY OF SUPPLEMENTAL RECORD TO NCIC BOAT RECORD AND TO NCIC/STATE OPERATING MANUAL FOR FURTHER INFORMATION.**

IX. ENTRY OF SUPPLEMENTAL RECORD TO NCIC BOAT RECORD

A. Purpose

IO #2

The purpose of an NCIC boat supplemental record entry is to add additional identifiers to the base record.

The additional identifiers which may be included in a supplemental boat record are:

OH #11

1. Coast Guard number (CGD)
2. Home Port (HPT)
3. Hull Shape (HSP)
4. Model Name (BMO)
5. Boat Name (BNM)

B. Requirements

IO #3

1. To enter a boat supplemental record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

    a. NCIC number (NIC) and Originating Agency Case number (OCA)
    or
    b. Registration number (REG) and OCA
    or
    c. Hull Serial number (BHN) and OCA
    and
    d. Supplemental data to be added to the record (CGD, HPT, HSP, BMO, AND BNM)

OH #12

C. Interpreting Responses

IO #4

An NCIC boat supplemental record entry will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of NCIC supplemental record entry - indicates to the entering agency that the supplemental boat record has been successfully appended to the base boat record.
and

2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the supplemental boat record has been successfully appended to the base boat record. Duplicate record(s) already on file with a different ORI will be furnished in the response.

or

3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTE: IF THE ORI AND CGD FIELDS, IN A BOAT SUPPLEMENTAL RECORD TO BE ENTERED, ARE IDENTICAL TO THE ORI AND REG FIELDS OF A BASE BOAT RECORD ON FILE, THE BOAT SUPPLEMENTAL RECORD ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Supplemental Boat Record

      1) If the Coast Guard Document number (CGD) is the only numeric identifier available for a stolen boat record entry, it must be entered in the REG Field of the base boat record.

2. General Information

   a. Supplemental Boat Record

      1) The document number is six numeric characters.
      2) The Boat Model Name (BMO) can be entered with a combination of alphabetic and numeric characters.
      3) The Boat Name (BNM) can be entered with a combination of alphabetic and numeric characters.

X. ENTRY OF SUPPLEMENTAL TRAILER RECORD TO NCIC BOAT RECORD

A. Purpose

IO #2

The purpose of an NCIC supplemental boat trailer record entry is to add a trailer to the base record.

To enter a stolen boat trailer record into NCIC the following must occur:

1. If an automobile, trailer, and a boat are stolen, the automobile should be entered as a base vehicle record, the boat should be entered as a base boat record, and the trailer should be entered as a supplemental boat trailer record.

INSTRUCTOR'S NOTE: If an automobile is stolen with an empty boat trailer, both vehicles should be entered in the Vehicle File: the automobile as a base vehicle record and the trailer as an add-on vehicle record. If only the boat trailer is stolen, the trailer should be entered in the Vehicle File as a base vehicle record. Refer to the Vehicle File Lesson Plan.

B. Requirements

IO #3

1. To enter a supplemental boat trailer record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC number (NIC) and Originating Agency Case number (OCA)
   or
   b. Registration number (REG) and OCA
   or
   c. Hull Serial number (BHN) and OCA
   and
   d. Vehicle Year (VYR)
   e. Vehicle Make (VMA)
   f. Vehicle Style (VST)
   and

g. One identifier:
   1) Vehicle Identification Number (VIN)
   or
   2) Owner-Applied Number (OAN)
   or
   3) License number (LIC), License State (LIS), License Year (LIY), License Type (LIT). **OH #13**

C. Interpreting Responses **IO #4**

An NCIC supplemental boat trailer record entry will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of NCIC supplemental boat trailer record entry - indicates to the entering agency that the supplemental information has been successfully appended to the base boat record.
   and
2. Acknowledgement of NCIC supplemental boat trailer record entry and listing of duplicate records already on file - indicates to the entering agency that the supplemental information has been successfully appended to the base boat record. Duplicate record(s) already on file with a different ORI will be furnished in the response.
   additionally
3. The $.8. Administrative Message - indicates to the state of registry that a trailer with a license plate has been stolen in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming. *
   or
4. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: IF THE ORI, LIC, LIS, LIY, LIT, OR THE ORI, VIN, AND VMA, OR THE ORI, OAN, VMA, AND OCA FIELDS IN A SUPPLEMENTAL BOAT TRAILER RECORD TO BE ENTERED ARE IDENTICAL TO A SUPPLEMENTAL BOAT RECORD OR AN ADD-ON VEHICLE RECORD ON FILE, THE ENTRY WILL BE REJECTED.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

a. Supplemental Boat Trailer Record

1) When a Vehicle Identification Number (VIN) or Owner-Applied Number (OAN) is not available at the time of entry, the VIN or OAN must be obtained and entered within 90 days or the supplemental boat trailer record will be suppressed and then purged from NCIC. *
2) Records for partial license plate numbers must not be entered, unless the LIC is more than eight characters.
3) When a license plate has symbols or hyphens used to separate two elements of its numbers, it must be shown in its entirety, properly hyphenated, in the Miscellaneous Field.
4) If the LIC exceeds eight characters, enter only the last eight characters. The full number must then be entered in the Miscellaneous Field.
5) If the VIN contains more than 20 characters, the last 20 must be entered in the VIN Field. The complete VIN must be listed in the MIS Field.

6) If there is not a code for a trailer make, the code "TRLR" must be entered in the VMA Field. Then enter the make of the trailer as the first item in the MIS Field.
7) If a trailer is homemade, the code "HMDE" must be entered in the VMA Field.
8) If a trailer is reconstructed, the code "RCON" must be entered in the VMA Field.
9) The code "TL" must be entered in the VMO Field of a supplemental trailer record.
10) The code "BT" must be entered in the VST Field of a supplemental trailer record.

*** INSTRUCTOR'S NOTE: AFTER THE RECORD IS PURGED FROM THE NCIC BOAT FILE, THE ENTERING AGENCY IS NOTIFIED WITH AN ADMINISTRATIVE $.P. MESSAGE.**

2. General Information

a. Supplemental Boat Trailer Record

1) Entry is prohibited for any license plate number that contains a symbol used as a substantive part of the plate number, but not used as a separator between two elements (county designator and sequential number) of the plate number. *
2) Only license plate numbers that are all alphabetic, all numeric, or a combination thereof, may be entered.
3) When one character appears over another, enter the top character first immediately followed by the bottom character, e.g., $\underset{\text{B}}{\underline{\text{A}}}\text{C123}$ enter as ABC123.
4) License plates that are expired beyond one year should not be entered.

5) Nonexpiring license plates can be entered in the supplemental trailer record entry under certain conditions. *
6) The complete serial number of the trailer should be placed in the VIN Field. *
7) The OAN Field should be used for an identification number assigned by the owner of the property in connection with a theft prevention program or a state assigned VIN.
8) The OAN cannot be the same as the VIN.

*** REFER TO THE LICENSE PLATE LESSON PLAN AND THE NCIC/STATE OPERATING MANUAL FOR FURTHER INFORMATION.**

INSTRUCTOR'S NOTE: SHOW NCIC "VEHICLE FILE FOR LAW ENFORCEMENT OFFICERS" VIDEO (VIDEO PLAYING TIME - 7:13 MINUTES).

XI. ENTRY OF ADD-ON RECORD TO NCIC BOAT RECORD

A. Purpose IO #2

The purpose of an NCIC add-on boat record entry is to link a stolen boat part to a stolen boat.

A maximum of seven part records may be appended to a base boat record. These parts include, but are not limited to: OH #14

Inboard Engines
Certificates of Origin
Certificates of Title
Outdrives
Air Propellers
Outboard Motors

B. Requirements IO #3

1. To enter a add-on boat record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NCIC number (NIC) and Originating Agency Case number (OCA)
   or
   b. Registration number (REG) and OCA
   or
   c. Hull Serial number (BHN) and OCA
   and
   d. Serial number (SER)
   or
   e. Owner-Applied Number (OAN)
   and
   f. Brand (BRA)
   g. Category (CAT) OH #15

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC add-on boat record entry will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of NCIC add-on boat record entry - indicates to the entering agency that the add-on information has been successfully appended to the base boat record.

and

2. Acknowledgement of NCIC add-on boat record entry and listing of duplicate record(s) already on file - indicates to the entering agency that the add-on record has been successfully appended to the base boat record. Duplicate record(s) already on file with a different ORI will be furnished in the response.

or

3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

D. Guidelines IO #5

1. Policy Issues

   a. Add-On Boat Part Record

      1) The Miscellaneous Field (MIS) must contain a brief description of the boat part.

      INSTRUCTOR'S NOTE: IF A BOAT PART HAS BEEN STOLEN (NO BOAT INVOLVED), THE BOAT PART MUST BE ENTERED AS A BASE PART RECORD IN THE VEHICLE FILE. REFER TO THE VEHICLE FILE LESSON PLAN.

2. General Information

   a. Add-On Boat Part Record

      1) If a code is not listed for a particular Brand (BRA), use the generic code "PART." Boat Make (BMA) codes cannot be used in the BRA Field.
      2) The Owner-Applied Number (OAN) should contain an identification number assigned by the owner of the property in connection with a theft prevention program.
      3) The OAN cannot be the same as the SER.
      4) If there are fractions or decimals for the Engine Power or Displacement (EPD) Field, the whole number should be entered in

the EPD Field and the complete number (fraction or decimal) should be entered in the MIS Field.

5) The EPD Field can only be filled if the Category (CAT) Field is "EN" or "OB."

XII. MODIFICATION OF NCIC BOAT RECORD

A. Purpose

IO #2

The purpose of an NCIC boat record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements

IO #3

1. To modify a stolen boat record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH #16

    a. NCIC number (NIC), Originating Agency Case number (OCA), information to be modified,

    or

    b. Registration number (REG) and OCA, information to be modified.

    or

    c. Hull Serial number (BHN) and OCA, information to be modified.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC boat record modification will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC modification - indicates to the modifying agency that the record has been successfully modified.

    or

2. Reject - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Boat Record

      None applicable for an NCIC boat record modification

2. General Information

   a. Boat Record

      1) Modification of a boat record is restricted to the agency that entered the record.
      2) Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. Verification of a record should include assuring that the data in the modification matches the additional or correct information.
      3) If a boat record has been suppressed because it does not contain a BHN or OAN, a modification message that contains a BHN or OAN will return the record to an active status.

XIII. MODIFICATION OF NCIC BOAT SUPPLEMENTAL RECORD

A. Purpose — IO #2

The purpose of a boat supplemental record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements — IO #3

1. To modify a boat supplemental record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: — OH #16

   a. NCIC number (NIC), Originating Agency Case number (OCA), information to be modified,
   or
   b. Registration number (REG) and OCA, information to be modified,
   or
   c. Hull Serial number (BHN) and OCA, information to be modified.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses — IO #4

An NCIC boat supplemental record modification will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC boat supplemental record modification - indicates to the modifying agency that the record has been successfully modified.
   and
2. Acknowledgement of NCIC modification and listing of duplicate record(s) already on file - indicates to the entering agency that the boat supplemental record has been successfully modified in NCIC. Duplicate record(s) already on file with a different ORI will be furnished in the response.

additionally

3. The $.8. Administrative Message - indicates to the state of registry that a supplemental boat trailer record with a license plate has been modified in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.

or

4. Reject - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

   a. Boat supplemental record

      None applicable for an NCIC boat supplemental record modification

2. General Information

   a. Boat supplemental record

      1) Modification of a boat supplemental record is restricted to the agency that entered the record.
      2) Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. Verification of the record should include assuring that the data in the modification matches the additional or correct information.

3) The modify message may be used to add a supplemental data field to a base boat record, regardless of whether a supplemental record entry has been previously entered.

XIV. MODIFICATION OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

The supplemental boat trailer record cannot be modified. The supplemental boat trailer record must be canceled and reentered. **OH #16**

XV. MODIFICATION OF NCIC ADD-ON BOAT PART RECORD

The add-on boat part record cannot be modified. The add-on boat part record must be canceled and reentered.

OH #16

XVI. CLEAR OF NCIC BOAT RECORD

A. Purpose IO #2

The purpose of an NCIC boat record clear is to remove the boat record from NCIC.

1. A stolen boat record is cleared when:
   - a. The entering agency recovers the boat.
   - b. The entering agency is officially advised that another agency has recovered the boat.

B. Requirements IO #3

1. To clear a boat record when the entering agency recovers the boat, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:
   - a. NCIC number (NIC), Originating Case Agency number (OCA), Date of Recovery,
     or
   - b. Registration or Document number (REG), OCA, Date of Recovery,
     or
   - c. Hull Serial number (BHN), OCA, Date of Recovery.

2. To clear a boat record when another agency recovers the boat and has not located the record, the MKE and ORI must be used in addition to the following fields:
   - a. NIC, OCA, Date of Recovery, Recovering Agency's Originating Agency Identifier (ORI) and OCA, OH #17
     or
   - b. REG, OCA, Date of Recovery, Recovering Agency's ORI and OCA,
     or
   - c. BHN, OCA, Date of Recovery, Recovering Agency's ORI and OCA.

the MKE and ORI must be used in addition to the following fields:

a. NIC, OCA, Date of Recovery,
or
b. REG, OCA, Date of Recovery,
or
c. BHN, OCA, Date of Recovery.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses **IO #4**

An NCIC boat record clear will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC clear - indicates to the clearing agency that the record has been successfully cleared.
additionally
2. The $.8. Administrative Message - indicates to the state of registry that a supplemental boat trailer record with a license plate has been cleared in a state other than the state of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.
or
3. Reject - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

    a. Boat Record

    None applicable for an NCIC boat record clear

2. General Information

    a. Boat Record

    1) A clear of an NCIC boat record is restricted to the agency that entered the record.
    2) The entering agency should clear the record from NCIC after receiving a $.L. Locate Notification Message.
        a) If the entering agency does not clear the record, ten days after the record has been located, it is suppressed (unavailable unless queried by the NIC number). After the record is suppressed, it is removed from NCIC during the next NCIC scheduled purges (first Sunday of each month).
        b) The entering agency is notified with a $.P. administrative message after the record is purged from NCIC.
    3) The Date of Recovery cannot be prior to the Date of Theft (DOT).

XVII. CLEAR OF NCIC BOAT SUPPLEMENTAL RECORD

An NCIC boat supplemental record(s) cannot be cleared. A clear transaction for a base Boat File record will remove a boat supplemental record(s). **OH #17**

INSTRUCTOR'S NOTE: REFER TO PART XII. "CLEAR OF NCIC BOAT RECORD."

XVIII. CLEAR OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

OH #17

An NCIC supplemental boat trailer record cannot be cleared. A clear transaction for a base Boat File record will remove any supplemental boat trailer record.

An unrecovered trailer must be entered into the Vehicle File.

INSTRUCTOR'S NOTE: REFER TO PART XII. "CLEAR OF NCIC BOAT RECORD."

XIX. CLEAR OF NCIC ADD-ON BOAT PART RECORD

An NCIC add-on boat part record cannot be cleared. A clear transaction for a base Boat File record will remove an add-on boat part record(s).

OH #17

Any unrecovered boat part record(s) must be entered into the Vehicle File as a vehicle part.

INSTRUCTOR'S NOTE: REFER TO PART XII. "CLEAR OF NCIC BOAT RECORD."

XX. CANCELLATION OF NCIC BOAT RECORD

A. Purpose IO #2

The purpose of an NCIC boat record cancellation is to remove an NCIC boat record when it is determined that the information contained in the record is invalid or inaccurate.

B. Requirements IO #3

1. To cancel a stolen boat record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH #18
   a. NCIC number (NIC), Originating Agency Case number (OCA), Date of Cancellation,
   or
   b. Registration number (REG), OCA, Date of Cancellation,
   or
   c. Hull Serial number (BHN), OCA, Date of Cancellation.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses IO #4

An NCIC boat record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled,
   or
2. Reject - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   a. Boat Record

      1) The date of cancellation must be the current date. (NOTE: The date of cancellation must be the present date or the present date minus one.)

2. General Information

   a. Boat Record

      1) Cancellation of an NCIC boat record is restricted to the agency that entered the record.

XXI. CANCELLATION OF NCIC BOAT SUPPLEMENTAL RECORD

Individual data fields in a boat supplemental record cannot be canceled.

OH #18

INSTRUCTOR'S NOTE: INDIVIDUAL DATA FIELDS IN A BOAT SUPPLEMENTAL RECORD MAY BE CANCELED BY USING A MODIFY TRANSACTION. REFER TO PART IX. "MODIFICATION OF NCIC BOAT RECORD."

A cancellation transaction for a base Boat File record will remove the boat supplemental record(s).

INSTRUCTOR'S NOTE: REFER TO PART XVII. "CANCELLATION OF NCIC BOAT RECORD."

XXII. CANCELLATION OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

A. Purpose — IO #2

The purpose of an NCIC supplemental boat trailer record cancellation is to remove an NCIC supplemental boat trailer record when it is determined that:

1. The information in the record is invalid or inaccurate,
   or
2. The stolen boat trailer has been recovered.

B. Requirements — IO #3

1. To cancel a stolen supplemental boat trailer record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: — OH #18

   a. NCIC number (NIC), Originating Case number (OCA), Date of Cancellation,
      or
   b. Registration number (REG), OCA, Date of Cancellation,
      or
   c. Hull Serial number (BHN), OCA, Date of Cancellation.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses — IO #4

An NCIC supplemental boat trailer record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled, **additionally**
2. The $.8. Administrative Message - indicates to the state of registry that a trailer with a license plate has been canceled in a state other than the state

of registry. Participants in the $.8. program are all Canadian agencies, and all states except Idaho and Wyoming.
or

3. Reject - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines **IO #5**

1. Policy Issues

   a. Supplemental Boat Trailer Record

      1) The Date of Cancellation must be the current date. (NOTE: The date of cancellation must be the present date or the present date minus one.)
      2) If the trailer has not been recovered with the boat, the trailer must then be entered in the Vehicle File as a base record.

2. General Information

   a. Supplemental Boat Trailer Record

      1) Cancellation of an NCIC supplemental boat trailer record is restricted to the agency that entered the record.

XXIII. CANCELLATION OF NCIC ADD-ON BOAT PART RECORD

A. Purpose

IO #2

The purpose of an NCIC add-on boat part record cancellation is to remove an NCIC add-on boat part record when it is determined that:

1. The information in the record is invalid or inaccurate,
   or
2. The stolen boat part has been recovered.

B. Requirements

IO #3

1. To cancel a stolen add-on boat part record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH #18

   a. NCIC number (NIC), Originating Case number (OCA), Date of Cancellation,
      or
   b. Registration number (REG), OCA, Date of Cancellation,
      or
   c. Hull Serial number (BHN), OCA, Date of Cancellation.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC add-on boat part record cancellation will cause the NCIC computer to transmit the following responses:

1. Acknowledgement of NCIC cancellation - indicates to the canceling agency that a record has been successfully canceled,
   or
2. Reject - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

    a. Add-On Boat Part Record

        1) The date of cancellation must be the current date. (NOTE: The date of cancellation must be the present date or the present date minus one.)
        2) If the boat part(s) has not been recovered with the boat, the record(s) must then be entered as a vehicle part record in the Vehicle File.

2. General Information

    a. Add-On Boat Part Record

        1) Cancellation of an NCIC add-on boat part record is restricted to the agency that entered the record.

XXIV. RETENTION PERIOD

IO #6

A. Boat Record

OH #19

1. A boat record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency.

2. A boat record will remain in NCIC for only 90 days if the record does not contain a Hull Serial number (BHN) or an Owner-Applied Number (OAN). The record will be suppressed after 90 days and then purged from NCIC.*

3. Data in the Registration number (REG) and Registration Year of Expiration (REY) of a boat record containing a Hull Serial number (BHN) will be purged one year after the registration expires.

4. A nonexpiring registration/document number in a boat record will be retained until the entire record is purged.

B. Boat Supplemental Record

OH #20

1. Supplemental data appended to a base boat record will remain in NCIC until the end of the retention period for the base boat record.

C. Supplemental Boat Trailer Record

OH #21

1. A supplemental boat trailer record will remain in NCIC for the year of entry plus four or until the record has been cleared or canceled.

2. A supplemental boat trailer record will remain in NCIC for only 90 days if it does not contain a Vehicle Identification Number (VIN) or OAN. It will be suppressed after 90 days and then purged.*

3. Data in the license number (LIC), License Year of Expiration (LIY), and License Type (LIT) Fields of a supplemental boat

trailer record containing a Vehicle Identification Number (VIN) or Owner-Applied Number (OAN) will be purged one year after the license plate expires.

4. A nonexpiring license plate number in a supplemental boat trailer record will be retained until the entire record is purged.

D. Add-On Boat Part Record

OH #22

1. Add-on boat part record(s) appended to a base boat record will remain in NCIC until the end of the retention period for the base boat record.

* **INSTRUCTOR'S NOTE: AFTER THE RECORD IS PURGED FROM THE BOAT FILE, THE ENTERING AGENCY IS NOTIFIED WITH AN ADMINISTRATIVE $.P. MESSAGE. SEE NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

XXV. CONCLUSION

The NCIC Boat File consists of boats that have been stolen and have a theft report on file. Each stolen boat record can contain supplemental information, a supplemental boat trailer, and add-on boat parts. As of January 1, 1992, there were 31,047 stolen boat records entered into the NCIC Boat File.

It is important to remember:

1. That hull serial or identification numbers (BHN) should always be searched through the NCIC Boat File in addition to the registration number to verify that the boat is not stolen. Registration documentation does not necessarily verify ownership of the boat.

2. That there are eleven state codes that are different from those state codes assigned by NCIC for the Registration State Field (RES).

3. That there are additional identifiers that can be added to a base boat record:
   a. Coast Guard number (CGD)
   b. Home Port (HPT)
   c. Hull Shape (HSP)
   d. Model Name (BMO)
   e. Boat Name (BNM)

4. That it is very common for the boat, boat trailer, and boat motor to be stolen together. The boat can be entered as a base boat record into NCIC. The boat trailer and boat motor can be appended to the base boat record as a supplemental boat trailer and add-on boat part(s).

5. That boat records remain in NCIC for the year of entry plus four or until the record has been cleared or canceled by the entering agency. Furthermore, a boat record will remain in NCIC for only 90 days if it does not contain a Hull Serial

Number (BHN) or an Owner-Applied Number (OAN).

Additionally, boats are usually stolen on land from residences, businesses, repair services, or marinas (dry storage), therefore traveling through city and county jurisdictions. It is essential that the terminal operator be knowledgeable of the inquiry and entry capabilities of the boat file, so as to recover stolen boats and any associated property. The average value of stolen vehicles is $5,000 as compared to $12,000 for boats. Therefore, it is imperative that boat records are entered into NCIC.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, modification, clear, and cancellation of all boat records, boat supplemental records, supplemental boat trailer records, and add-on boat part records.

INSTRUCTOR'S NOTE: SHOW NCIC "BOAT FILE" VIDEO (VIDEO PLAYING TIME - 12:25 MINUTES.)

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NCIC BOAT FILE

EXAMPLES OF NCIC BOAT TYPES

RUNABOUT

HOUSEBOAT

HYDROPLANE

CRUISER

YACHT

SAILBOAT

CANOE

UTILITY

REQUIREMENTS FOR NCIC BOAT RECORD INQUIRY

1. REGISTRATION/DOCUMENT NUMBER (REG)

   or

2. REG and HULL SERIAL NUMBER (BHN)

   or

3. BHN

   or

4. OWNER-APPLIED NUMBER (OAN)

   or

5. LICENSE PLATE NUMBER (LIC)

   or

6. VEHICLE IDENTIFICATION NUMBER (VIN)

   or

7. COAST GUARD NUMBER (CGD)

   or

8. CGD and Serial number (SER)

   or

9. SER

   or

10. NCIC NUMBER (NIC)

CROSS-SEARCH

AN NCIC BOAT RECORD INQUIRY WILL AUTOMATICALLY SEARCH THE BOAT FILE AND THE VEHICLE FILE.

LOCATE OF NCIC BOAT RECORD

```
MKE/LOCATED BOAT
ORI/DCFBIWAN1  REG/MD1234ZZ  RES/MD  REY/92  HUL/WD
BHN/LBC035380880  BYR/90  PRO/OB  BMA/LBC  BTY/RUN
BLE/17
BCO/RED  DOT/010292  OCA/TEST
CGD/123456  HPT/CAMBRIDGE MD  HSP/SV  BMO/FISHERMAN
BNM/MARCY
NIC/B539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC
031392  MDMSP0000  1234
MKE/LBT
LIC/CBA321  LIS/MD  LIY/92  LIT/TL  VIN/1J2345K6789L87654
VYR/91 VMA/FISC  VMO/TL  VST/BT  VCO/WHI
031392  MDMSP0000  1234
MKE/LBP1
SER/1125433  BRA/OMCJ  CAT/OB
031392  MDMSP0000  1234
NIC/B539991929
IMMED CONFIRM RECORD WITH ORI
```

LOCATE OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

MKE/STOLEN BOAT
ORI/DCFBIWAN1 REG/MD1234ZZ RES/MD REY/92 HUL/WD
BHN/LBC035380880 BYR/90 PRO/OB BMA/LBC BTY/RUN
BLE/17
BCO/RED DOT/010292 OCA/TEST
CGD/123456 HPT/CAMBRIDGE MD HSP/SV BMO/FISHERMAN
BNM/MARCY
NIC/B539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/LBT
LIC/CBA321 LIS/MD LIY/92 LIT/TL VIN/1J2345K6789L87654
VYR/91
VMA/FISC VMO/TL VST/BT VCO/WHI
030592 MDSP00000 1234
MKE/EBP1
SER/1125433 BRA/OMCJ CAT/OB
MIS/JOHNSON OUTBOARD MOTOR 20H
NIC/B539991929
IMMED CONFIRM RECORD WITH ORI

****

IF THE TRAILER HAS NOT BEEN RECOVERED WITH THE BOAT, THE TRAILER MUST THEN BE ENTERED IN THE VEHICLE FILE AS A BASE RECORD.

LOCATE OF ADD-ON BOAT PART RECORD

```
MKE/STOLEN BOAT
ORI/DCFBIWAN1  REG/MD1234AA  RES/MD  REY/92  HUL/WD
BHN/LBC035380880  BYR/90  PRO/OB  BMA/LBC  BTY/RUN
BLE/17
BCO/RED  DOT/030192  OCA/TEST
CGD/123456  HPT/CAMBRIDGE MD  HSP/SV  BMO/FISHERMAN
BNM/MARCY
NIC/539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/EBT
LIC/CBA321  LIS/MD  LIY/92  LIT/TL  VIN/1J2345K6789L87654
VYR/81
VMA/FISC  VMO/TL  VST/BT  VCO/WHI
MKE/LBP1
SER/1125433  BRA/OMCJ  CAT/OB
031392  MDMSP00000
NIC/B539991929
IMMED CONFIRM RECORD WITH ORI
```

****

IF THE ADD-ON BOAT PART HAS NOT BEEN RECOVERED WITH THE BOAT, THE BOAT PART RECORD MUST BE ENTERED IN THE VEHICLE FILE AS A VEHICLE PART.

MANDATORY FIELDS FOR ENTRY OF NCIC BOAT RECORD

STOLEN BOAT RECORDS ENTERED INTO NCIC MUST INCLUDE THE FOLLOWING FIELDS:

1. MESSAGE KEY (MKE)
2. ORIGINATING AGENCY IDENTIFIER (ORI)
3. REGISTRATION OR DOCUMENT NUMBER (REG)
4. REGISTRATION STATE (RES)
5. REGISTRATION YEAR OF EXPIRATION (REY)
6. HULL SERIAL NUMBER BOAT HULL NUMBER (BHN) or OWNER-APPLIED NUMBER (OAN)
7. BOAT MODEL YEAR (BYR)
8. BOAT MAKE (BMA)
9. DATE OF THEFT (DOT)
10. ORIGINATING AGENCY CASE NUMBER (OCA)

ENTRY OF NCIC BOAT RECORD

MKE/STOLEN BOAT
ORI/DCFBIWAN1 REG/MD1234ZZ RES/MD REY/92 HUL/MD
BHN/LBC035380880 BYR/90 PRO/OB BMA/LBC BTY/RUN
BLE/17
BCO/RED DOT/010292 OCA/TEST
NIC/B539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC

REGISTRATION STATE CODES

ELEVEN STATE REGISTRATION CODES ARE DIFFERENT FROM THOSE STATE CODES ASSIGNED BY NCIC:

CALIFORNIA	CF
COLORADO	CL
DELAWARE	DL
HAWAII	HA
KANSAS	KA
MASSACHUSETTS	MS
MICHIGAN	MC
MISSISSIPPI	MI
WASHINGTON	WN
WISCONSIN	WS
AMERICAN SAMOA	AS

DATA FIELDS FOR BOAT SUPPLEMENTAL RECORD

COAST GUARD NUMBER (CGD)

HOME PORT (HPT)

HULL SHAPE (HSP)

MODEL NAME (BMO)

BOAT NAME (BNM)

ENTRY OF NCIC BOAT SUPPLEMENTAL RECORD

MKE/STOLEN BOAT
ORI/DCFBIWAN1 REG/MD1234ZZ RES/MD REY/92 HUL/WD
BHN/LBC035380880 BYR/90 PRO/OB BMA/LBC BTY/RUN
BLE/17
BCO/RED DOT/010292 OCA/TEST
CGD/123456 HPT/CAMBRIDGE MD HSP/SV BMO/FISHERMAN
BNM/MARCY
NIC/B539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC

ENTRY OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

```
MKE/STOLEN BOAT
ORI/DCFBIWAN1  REG/MD1234ZZ  RES/MD  REY/92  HUL/ED
BHN/LBC035380880  BYR/80  PRO/OB  BMA/LBC  BTY/RUN
BLE/17
BCO/RED  DOT/010292  OCA/TEST
HPT/CAMBRIDGE MD  HSP/SV  BMO/FISHERMAN
BNM/MARCY
NIC/B539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/EBT
LIC/CBA321  LIS/MD  LIY/92  LIT/TL  VIN/1J2345K6789L87654
VYR/91
VMA/FISC  VMO/TL  BST/BT  VCO/WHI
NIC/B539991929
```

ADD-ON BOAT PARTS

A MAXIMUM OF SEVEN PART RECORDS MAY BE APPENDED TO A BASE BOAT RECORD. THESE PARTS INCLUDE, BUT ARE NOT LIMITED TO:

INBOARD ENGINES

CERTIFICATES OF ORIGIN

CERTIFICATES OF TITLE

OUTDRIVES

AIR PROPELLERS

OUTBOARD MOTORS

ENTRY OF NCIC ADD-ON BOAT RECORD

```
MKE/STOLEN BOAT
ORI/DCFBIWAN1  REG/MD1234ZZ  RES/MD  REY/92  HUL/WD
BHN/LBC035380880  BYR/90  PRO/OB  REY/92  HUL/WD
BHN/LBC035380880  BYR/90  PRO/OB  BMA/LBC  BTY/RUN
BLE/17
BCO/RED  DOT/010292  OCA/TEST
CGD/123456  HPT/CAMBRIDGE MD  HSP/SV  BMO/FISHERMAN
BNM/MARCY
NIC/B539991929
ORI IS FBI HEADQUARTERS WASHINGTON DC
MKE/EBT
LIC/CBA321  LIS/MD  LIY/92  LIT/TL  VIN/1J2345K6789L87654
VYR/91
VMA/FISC  VMO/TL  VST/BT  VCO/WHI
MKE/EBP1
SER/1125433  BRA/OMCJ  CAT/OB
MIS/JOHNSON OUTBOARD MOTOR 20H
NIC/B539991929
IMMED CONFIRM WITH RECORD WITH ORI
```

MODIFICATION OF NCIC BOAT RECORD

MB.DCFBIWAN1.NIC/B539991929.OCA/TEST.REG/MD1235ZZ

DCFBIWAN1
MODIFY NIC/B539991929

****

MODIFICATION OF NCIC BOAT SUPPLEMENTAL RECORD

MB.DCFBIWAN1.NIC/B539991929.OCA/TEST.CGD/123456.HSP/SV

DCFBIWAN1
MODIFY NIC/B539991929

****

MODIFICATION OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

THE SUPPLEMENTAL BOAT TRAILER RECORD CANNOT BE MODIFIED. THE SUPPLEMENTAL BOAT TRAILER RECORD MUST BE CANCELED AND REENTERED.

****

MODIFICATION OF NCIC ADD-ON BOAT PART RECORD

THE ADD-ON BOAT PART RECORD CANNOT BE MODIFIED. THE ADD-ON BOAT PART RECORD MUST BE CANCELED AND REENTERED.

CLEAR OF NCIC BOAT RECORD

```
CB.DCFBIWAN1.NIC/B539991929.OCA/TEST.031792.MDMSP0000.
1234

DCFBIWAN1
CLEAR NIC/B539991929
```

****

CLEAR OF NCIC BOAT SUPPLEMENTAL RECORD

AN NCIC BOAT SUPPLEMENTAL RECORD(S) CANNOT BE CLEARED. A CLEAR TRANSACTION FOR A BASE BOAT FILE RECORD WILL REMOVE BOAT TRANSACTION SUPPLEMENTAL RECORD(S).

****

CLEAR OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

AN NCIC SUPPLEMENTAL BOAT TRAILER RECORD CANNOT BE CLEARED. A CLEAR TRANSACTION FOR A BASE BOAT FILE RECORD WILL REMOVE A SUPPLEMENTAL BOAT TRAILER RECORD.

AN UNRECOVERED TRAILER MUST BE ENTERED INTO THE VEHICLE FILE.

****

CLEAR OF NCIC ADD-ON BOAT PART RECORD

AN NCIC ADD-ON BOAT PART RECORD(S) CANNOT BE CLEARED. A CLEAR TRANSACTION FOR A BASE BOAT FILE RECORD WILL REMOVE ADD-ON BOAT PART RECORD(S).

AN UNRECOVERED BOAT PART RECORD(S) MUST BE ENTERED INTO THE VEHICLE FILE AS A VEHICLE PART.

CANCELLATION OF NCIC BOAT RECORD

XB.DCFBIWAN1.NIC/B539991929.OCA/TEST.031692

DCFBIWAN1
CANCEL NIC/B539991929

****

CANCELLATION OF NCIC BOAT SUPPLEMENTAL RECORD

INDIVIDUAL DATA FIELDS IN A SUPPLEMENTAL RECORD MAY BE CANCELED BY USING A MODIFY TRANSACTION.

MB.DCFBIWAN1.NIC/B539991929.OCA/TEST.HSP/

A CANCELLATION TRANSACTION FOR A BASE BOAT FILE RECORD WILL REMOVE THE BOAT SUPPLEMENTAL RECORD.

****

CANCELLATION OF NCIC SUPPLEMENTAL BOAT TRAILER RECORD

XBT.DCFBIWAN1.NIC/B539991929.OCA/TEST.031692

DCFBIWAN1
CANCEL NIC/B539991929

****

CANCELLATION OF NCIC ADD-ON BOAT PART RECORD

XBP1.DCFBIWAN1.NIC/B539991929.OCA/TEST.031592

DCFBIWAN1
CANCEL NIC/B5399991929

RETENTION PERIOD

BOAT RECORD

1. A BOAT WILL REMAIN IN NCIC FOR THE YEAR OF ENTRY PLUS FOUR OR UNTIL THE RECORD HAS BEEN CLEARED OR CANCELED BY THE ENTERING AGENCY.
2. A BOAT RECORD WILL REMAIN IN NCIC FOR ONLY 90 DAYS IF IT DOES NOT CONTAIN A HULL SERIAL NUMBER (BHN) OR OWNER-APPLIED NUMBER (OAN).
3. DATA IN THE REGISTRATION NUMBER (REY) AND REGISTRATION YEAR OF EXPIRATION (REY) OF A RECORD CONTAINING A HULL SERIAL NUMBER (BHN) WILL BE PURGED ONE YEAR AFTER THE REGISTRATION EXPIRES.

RETENTION PERIOD

BOAT SUPPLEMENTAL RECORD

1. SUPPLEMENTAL DATA APPENDED TO A BASE BOAT RECORD WILL REMAIN IN NCIC UNTIL THE END OF THE RETENTION PERIOD FOR THE BASE BOAT RECORD.

RETENTION PERIOD

SUPPLEMENTAL BOAT TRAILER RECORD

1. A SUPPLEMENTAL BOAT TRAILER RECORD WILL REMAIN IN NCIC FOR THE YEAR OF ENTRY PLUS FOUR OR UNTIL THE RECORD HAS BEEN CLEARED OR CANCELED.

2. A SUPPLEMENTAL BOAT TRAILER RECORD WILL REMAIN IN NCIC FOR ONLY 90 DAYS IF IT DOES NOT CONTAIN A VEHICLE IDENTIFICATION NUMBER (VIN) OR OWNER-APPLIED NUMBER (OAN).

3. DATA IN THE LICENSE NUMBER (LIC), LICENSE YEAR OF EXPIRATION (LIY), AND LICENSE TYPE (LIT) FIELDS OF A SUPPLEMENTAL BOAT TRAILER RECORD CONTAINING A VEHICLE IDENTIFICATION NUMBER (VIN) OR OWNER-APPLIED NUMBER (OAN) WILL BE PURGED ONE YEAR AFTER THE LICENSE PLATE EXPIRES.

RETENTION PERIOD

ADD-ON BOAT PART

1. ADD-ON BOAT PART RECORD(S) APPENDED TO A BASE BOAT RECORD WILL REMAIN IN NCIC UNTIL THE END OF THE RETENTION PERIOD FOR THE BASE BOAT RECORD.

NCIC FILE REFERENCE CARD

1. AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

-- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.

-- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.

-- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

-- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

-- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.

-- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

-- Records for stolen, weapons.

-- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

-- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

-- Records for stolen license plates.

Missing Person File

-- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.

-- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.

-- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.

-- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.

-- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

-- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

-- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

-- Records for unidentified deceased persons.

-- Records for persons of any age who are living and unable to ascertain his/her identity.

-- Records for unidentified catastrophe victims.

-- Records for body parts.

U.S. Secret Service (USSS) Protective File

-- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

-- Records for stolen vehicles.

-- Records for vehicles involved in the commission of a crime (felony vehicle).

-- Records for stolen component parts.

Wanted Person File

-- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.

-- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.

-- Records for probation and parole violators.

-- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.

-- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for th year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping is in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

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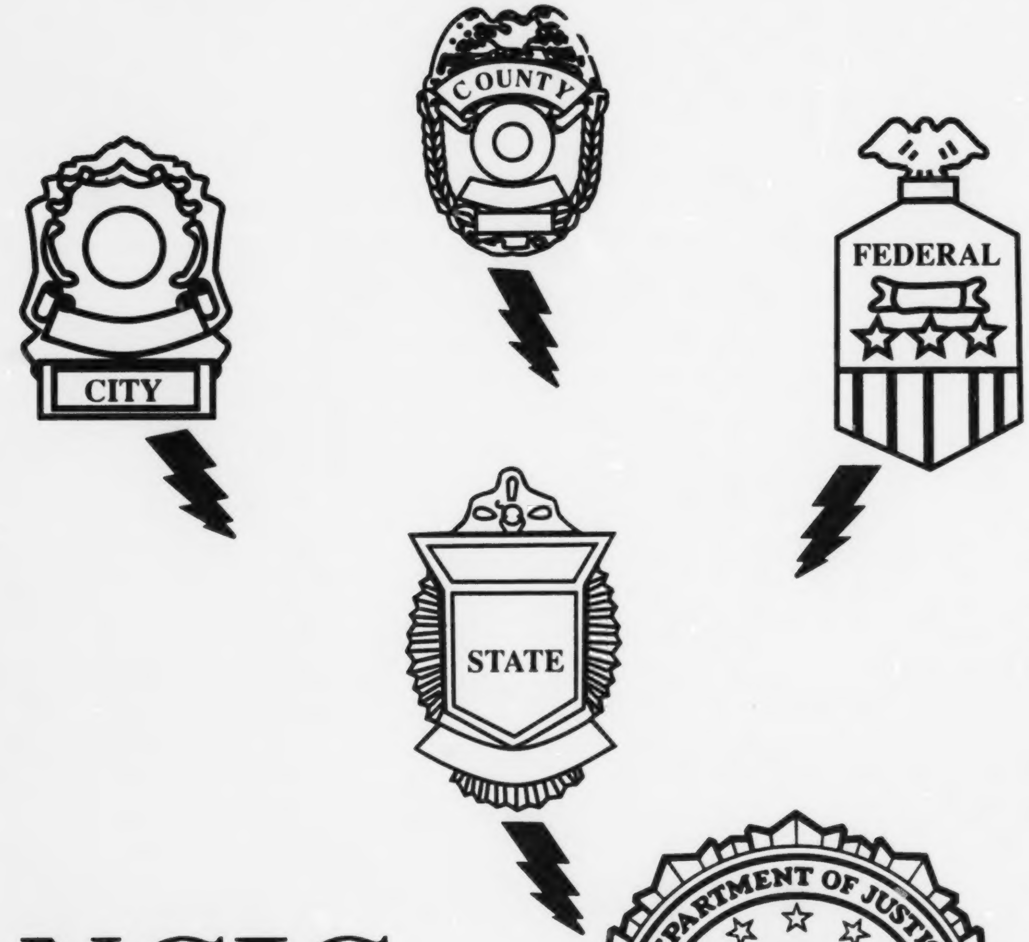
*These identifiers apply to stolen part record inquiries.

Revised April, 1991

U.S.Department of Justice
Federal Bureau of Investigation

GUN FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
CITY
FEDERAL
STATE

NCIC

527

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: NCIC GUN FILE

TITLE OF INSTRUCTION:	THE NCIC GUN FILE
TIME ALLOTTED:	ONE HOUR
TARGET GROUP:	FULL ACCESS TERMINAL OPERATORS
INSTRUCTOR:	
METHOD OF INSTRUCTION:	LECTURE, OVERHEAD TRANSPARENCIES, AND VIDEO TAPE PRESENTATION
DATE:	JULY 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of an modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from a NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. Please review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC GUN FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INTSRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Gun File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a weapon for NCIC purposes.
2. State the purpose of an NCIC gun record inquiry, locate, entry, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC gun record inquiry, locate, entry, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC gun record inquiry, locate, entry, modification, clear, and cancellation transaction.
5. Describe the policy issues general information that may affect NCIC gun record inquiry, locate, entry, modification, clear, and cancellation transaction.
6. State the retention period for stolen and recovered gun records.

CRITERION TEST

Definition Section:

1. State the definition of a gun for NCIC purposes.

2. List the two types of NCIC gun records.

Inquiry Section:

1. List four occasions when an NCIC gun record inquiry should be made.

2. Inquiries can be made using serial number, ________, and _________.

3. An NCIC stolen gun record inquiry will search only stolen gun records.

   A. True
   B. False

Locate Section:

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   A. True
   B. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

Entry Section:

1. A recovered gun record may be entered when an NCIC inquiry reveals _________.

2. The number that appears on the frame or receiver of the weapon should be entered as the serial number.

   A. True
   B. False

3. List three items that should be included in the Miscellaneous Field.

4. Describe an Gun File NCIC (NIC) number.

Modification Section

1. The purpose of an NCIC gun record modification is to ______, ______, or ________.

2. Any agency may modify a gun record.

   A. True
   B. False

Clear Section:

1. State when an entering agency would clear a stolen gun record.

2. Clear requirements for located gun records are different than those for records that have not been located.

   A. True
   B. False

Cancellation Section:

1. Describe when an agency would cancel a recovered gun record.

2. Any agency may cancel an NCIC gun record.

   A. True
   B. False

Retention Period Section

1. A recovered gun record remains in NCIC indefinitely or until the entering agency clears or cancels the record.

   A. True
   B. False

CRITERION TEST ANSWERS

Definition Section:

1. **NCIC defines a gun as any weapon which is designed to expel a projectile by air, carbon dioxide, or the action of an explosive and includes starter gun.**

2. The two types of NCIC gun records are **stolen** and **recovered guns**.

Inquiry Section:

1. NCIC gun record inquiries could be made on, but not limited to:

   a. **abandoned or found guns**
   b. **guns in possession of arrested persons**
   c. **confiscated guns**
   d. **guns observed during the legal search of a premises or a vehicle**.

2. NCIC gun record inquiries can be made using **serial number**, **make**, and **caliber**.

3. **False**. An NCIC stolen gun record inquiry will search both stolen and recovered gun records.

Locate Section:

1. **False**. A locating agency must confirm the NCIC record with the entering agency before placing a locate.

2. **S.L. Message**

Entry Section:

1. A recovered gun record may be entered when an NCIC inquiry reveals **no record on file.**

2. **True**.

3. Three things that could be in the Miscellaneous Field, but not limited to include:

   a. **Barrell Length**
   b. **Color and Finish Data**
   c. **Inscription Data**

4. **A unique Gun File NCIC (NIC) number begins with the letter "G" and is followed by nine numeric characters.**

Modification Section:

1. The purpose of an NCIC gun record modification is to **add**, **delete**, or **change** information in the NCIC record.

2. **False**. Modification of a gun record is restricted to the agency that entered the record.

Clear Section

1. **A stolen gun record is cleared when the entering agency recovers the weapon or is officially advised that another agency has recovered weapon**.

2. **True**.

Cancellation Section:

1. **A recovered gun record is canceled when the entering agency loses custody of the gun.**

2. **False**. Cancellation of an NCIC gun record is restricted to the agency that entered the record.

Retention Period Section:

1. **False**. A recovered gun record will remain in NCIC for the remainder of the year of entry plus two years.

ITEMS AND MATERIALS:

Overhead projector and screen

Overhead Transparencies:

GF-OH #1 - Title of Program
GF-OH #2 - Definition of a Gun for NCIC Purposes
GF-OH #3 - The Two Types of NCIC Gun Records
GF-OH #4 - Requirements for NCIC Gun Inquiries
GF-OH #5 - NCIC Stolen and Recovered Gun Records
GF-OH #6 - Caveat of Additional NCIC Gun Records
GF-OH #7 - NCIC Gun Locate Acknowledgement
GF-OH #8 - NCIC Gun Record in Locate Status
GF-OH #9 - NCIC Locate Notification ($.L. Message)
GF-OH #10 - NCIC Entry Acknowledgement
GF-OH #11 - NCIC Gun Record with Latent Fingerprint Indicator and Descriptive Information in the Miscellaneous Field
GF-OH #12 - NCIC Modification
GF-OH #13 - NCIC Clear Policy
GF-OH #14 - NCIC Clear Acknowledgement
GF-OH #15 - NCIC Cancellation Policy
GF-OH #16 - NCIC Cancellation Acknowledgment
GF-OH #17 - NCIC Information Bases

VCR and Monitor

Video:

The NCIC Gun File

I. INTRODUCTION

References

THIS ONE-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC GUN FILE.

IO - INSTRUCTIONAL OBJECTIVE

The NCIC Gun File, created in 1967, contains records for stolen and recovered guns. As of January 1, 1992, there were 2,156,833 records entered into the NCIC Gun File.

OH- OVERHEAD TRANSPARENCY

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Gun File. Effective utilization of the NCIC Gun File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

OH #1

II. DEFINITION OF A GUN FOR NCIC PURPOSES IO #1

NCIC defines a gun as any weapon which is designed to expel a projectile by air, carbon dioxide, or the action of an explosive. The definition includes, but is not limited to: OH #2

- Antique Guns
- Cannons
- Machine Guns
- Pistols
- Rifles
- Shotguns
- Starter Guns
- Disguised Guns: Knife Guns, Pen Guns
- Destructive Devices: Grenades, Mines, Missiles, Rockets
- Firearm Muffler or Silencer
- Frame or Receiver of any such weapon

Note: The Gun Control Act of 1968 does not include BB guns in its definition of guns. In accordance, NCIC requires that stolen BB guns be entered in the Article File.

There are two types of gun records. A stolen gun record may be in the NCIC Gun File when the weapon has a unique serial number and a theft report is on file. A recovered gun record may be in the NCIC Gun File when the weapon is found by a criminal justice agency and the owner is unknown. OH #3

III. INQUIRY OF NCIC GUN RECORD

A. Purpose IO #2

The purpose of an NCIC gun record inquiry is to determine if a gun is listed in NCIC as stolen or recovered. Inquiries should be made on, but not limited to:

1. Abandoned or found guns.
2. Guns in possession of arrested persons.
3. Confiscated guns.
4. Guns observed during the legal search of a premise or vehicle.
5. Registered guns.
6. Guns acquired by used gun dealers.
7. Guns recovered at a crime scene.
8. Guns reported by informants or undercover officers.

B. Requirements IO #3

OH #4

To inquire on a gun record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

1. Serial number (SER),
   or
2. SER, Make (MAK),
   or
3. SER, Caliber (CAL),
   or
4. SER, MAK, CAL,
   or
5. NCIC number (NIC).

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses IO #4

An NCIC gun record inquiry will cause the NCIC computer to transmit one of the following responses:

1. Hit or positive response - indicates to OH #5

the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active NCIC gun records(s).
or

(LEAVE OH
ON
PROJECTOR)

2. No response - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC gun record(s).
or
3. Reject - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

INSTRUCTOR'S NOTE: REMIND STUDENTS THAT AN NCIC GUN RECORD INQUIRY DOES NOT CROSS SEARCH OTHER NCIC FILES.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

IO #5

1. Policy Issues
    - a. Stolen and Recovered Gun Records
        - 1) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the gun in question to confirm the hit(s). (Refer to the Hit Confirmation Lesson Plan for more information).
    - b. Stolen Gun Records
        - 1) None applicable for this section.
    - c. Recovered Gun Records
        - 1) None applicable for this section.
2. General Information
    - a. Stolen and Recovered Gun Records

1) An NCIC gun record inquiry will search both stolen and recovered gun records.
2) If more than one number appears on a weapon, the number on the frame should be inquired on first. If there is no response, the remaining numbers should be inquired upon.
3) Inquiries should be made by SER, CAL, and MAK. Using full descriptive information will help eliminate hits on guns with identical serial numbers but different makes.
4) Alphabetic characters embedded between numeric characters in the SER are not "read" by the computer. Thus a search of SER/369J257 would retrieve records with SER/369257, 369M257 and 36J9257.
NOTE: ALPHABETIC CHARACTERS APPEARING AS A PREFIX OR SUFFIX IN THE SER WOULD BE "READ" AND MATCHED WITH THE SAME PREFIX OR SUFFIX.

OH #5
(INQUIRY
WITH
ALPHABETIC
EMBEDDED
IN SER)

5) Inquiries which contain SER, with CAL other than .45 or without CAL, and MAK/Colt (CLT), Remington (REM), Smith and Wesson (SW), Winchester (WIN) will retrieve any record in file with a matching SER and MAK/CLT, REM, SW, or WIN, or MAK/US or USA.
6) An NCIC gun inquiry may generate multiple hits with the caveat "ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED." In this event, contact the NCIC User Services at telephone number (202) 324-6242 or ORI/DCFBIWAT8 with the SER of the stolen gun record.

OH #6

b. Stolen Gun Records

1) None applicable for this section.

c. Recovered Gun Records

1) None applicable for this section.

IV. LOCATE OF NCIC GUN RECORD

A. Purpose IO #2

The purpose of an NCIC stolen gun record locate is to indicate that an agency other than the entering agency has recovered the weapon.

Recovered gun records cannot be located as the gun is already in the possession of the entering agency.

B. Requirements IO #3

To locate a stolen gun record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

1. NCIC (NIC) number, Originating Agency Case (OCA) number, Date of Recovery,
   or
2. Serial (SER) number, OCA, Date of Recovery.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC stolen gun record locate will cause the NCIC computer to transmit the following responses:

1. Located - indicates to the locating agency that the locate has been successfully placed. OH #7 OH #8
   and
2. $.L. Message (Locate Notification) - indicates to the entering agency that a locate has been placed on their record. OH #9
   or
3. Reject - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.
   additionally
4. Other Administrative Message

a. **$.P (Purge) Administrative Message * -** indicates to the entering agency that their record has been purged from NCIC. The $.P. administrative message is generated following the NCIC scheduled purges (first Sunday of each month).

INSTRUCTOR'S NOTES: *THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED BY ANOTHER AGENCY AND NOT CLEARED BY THE ENTERING AGENCY FROM NCIC.

REFER TO PART IX. CLEAR OF NCIC GUN RECORD OF THIS LESSON PLAN.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

Locates can only be placed on stolen gun records.

1. Policy Issues

   a. Before placing a locate, the locating agency must confirm the record(s) with the entering agency (Refer to the Hit Confirmation Lesson Plan).

2. General Information

   a. The Date of Recovery cannot be prior to the Date of Theft.
   b. If the locating agency is the entering agency, a locate transaction cannot be performed.
   c. A record in locate status cannot be modified.

V. ENTRY OF NCIC GUN RECORD

A. Purpose

IO #2

The purpose of an NCIC gun record entry is to place a stolen or recovered gun record into NCIC making the information available to authorized criminal justice agencies.

1. A stolen gun record may be entered when a theft report has been made on a serially numbered weapon.
2. A recovered (abandoned, seized, or found) gun record may be entered when an NCIC inquiry reveals no record on file. The weapon must remain in the possession of the entering agency or be readily available for examination while the record is in NCIC.

B. Requirements

IO #3

1. Stolen gun records entered into NCIC must include the following fields:

    a. Message Key (MKE)
    b. Originating Agency Identifier (ORI)
    c. Serial Number (SER)
    d. Make (MAK) *
    e. Caliber (CAL) *
    f. Type (TYP) *
    g. Date of Theft (DOT) *
    h. Originating Agency Case Number (OCA)

    * REFER TO NCIC/STATE CODE MANUAL FOR CODES

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

2. Recovered gun records entered into NCIC must include the following fields:

    a. MKE
    b. Recovering Agency's ORI

c. SER
d. MAK *
e. CAL *
f. TYP *
g. Date of Recovery (DOR)
h. Recovering Agency's OCA

* REFER TO NCIC/STATE CODE MANUAL FOR CODES

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC gun record entry will cause the NCIC computer to transmit one of the following responses:

OH #10 (STATE RESPONSE MAY APPEAR DIFFERENT)

1. Acknowledgement of NCIC entry - indicates to the entering agency that the gun record has been successfully entered into NCIC.
   or
2. Acknowledgement of NCIC entry and listing of duplicate record(s) already on file - indicates to the entering agency that the record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI will be furnished in response.
   or
3. Reject - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTE: IF THE SER, MAK, CAL, TYP, AND ORI TO BE ENTERED ARE IDENTICAL TO A GUN RECORD ALREADY ON FILE, THE ENTRY WILL BE REJECTED. THE RECORD ON FILE WILL ALSO BE TRANSMITTED.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

a. Stolen and Recovered Gun Records:

1) An NCIC gun record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring all available cross checks were made, e.g., SER, MAK, and that the data in the NCIC record matches the data in the investigative report.

b. Stolen Gun Records

1) None applicable for this section.

c. Recovered Gun Records

1) None applicable for this section.

2. General Information

a. Stolen and Recovered Gun Records

1) A gun record entry should also include data in the Model Field, if model data exists.

2) A successful NCIC gun entry will generate a unique NCIC (NIC) number beginning with the letter "G" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and cancellation transactions.

b. Stolen Gun Records

1) The character "-P" may be added to the MKE to indicate that the gun should be held for latent

OH #11
(LEAVE ON
PROJECTOR)

fingerprints.

2) The true (manufacturer's) SER of the gun should be entered. If the number of the gun is determined not to be the true or unique SER, the gun record should not be entered. If the gun record is already entered, the record should be canceled or modified to the true SER. EXCEPTION: when a stolen gun has distinct points of identification or is connected to a major criminal investigation. The identification points or connection to a major investigation must be fully explained in the MIS Field.

3) If more than one number appears on the weapon, the number on the frame or receiver should be entered as the SER and the other numbers entered in the MIS Field.

4) The MIS Field should include information such as:

   a. Barrel Length
   b. Color and Finish Data *
   c. Inscription Data *
   d. Cartridge Capacity *
   e. Silencer Length *
   f. Characters Engraved on the Weapon as Part of a Theft Prevention Program.
   g. Notify ORI of All Hits (NOAH)

OH #11
(ALSO
CONTAINS
COLOR,
INSCRIP.,
CARTRIDGE
CAPACITY
DATA)

* REFER TO NCIC/STATE CODE MANUAL FOR CODES

c. Recovered Gun Records

1) The MIS Field cannot be utilized. The NCIC computer utilizes the MIS Field for information in the ORI, DOR, and OCA Fields.

2) Nonunique numbers or certain MAKs cannot be entered as the MIS Field cannot be used to give a full description of the number or MAK.

3) An NCIC inquiry should be made on a recovered gun prior to entry. If the inquiry reveals a hit, follow hit confirmation procedures (refer to the Hit Confirmation Lesson Plan).

VI. ENTRY OF SUPPLEMENTAL RECORD TO NCIC GUN RECORD

A supplemental record cannot be appended to an NCIC gun record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE SUPPLEMENTAL CAPABILITY ONLY APPLIES TO THE NCIC WANTED PERSON, MISSING PERSON, AND UNIDENTIFIED PERSON FILES.

VII. ENTRY OF ADD-ON RECORD TO NCIC GUN RECORD

An add-on record cannot be appended to an NCIC gun record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC GUN RECORD

A. Purpose IO #2

The purpose of an NCIC gun record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements IO #3

1. To modify a stolen gun record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
   - a. NCIC (NIC) number, Originating Agency Case (OCA) number, information to be modified,
     or
   - b. Serial (SER) number, OCA, information to be modified.
2. To modify a recovered gun record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
   - a. NIC, OCA, information to be modified,
     or
   - b. NIC, SER, information to be modified,
     or
   - c. SER, OCA, information to be modified.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC gun record modification will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of modification - indicates OH #12

to the modifying agency that the record has been successfully modified.
or

2. Acknowledgment of NCIC modification and listing of duplicate record(s) already on file* - indicates to the entering agency that the gun record has been successfully modified in NCIC. Duplicate record(s) on file with a different ORI will be furnished in the response.
or
3. Reject - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

None applicable for an NCIC gun record modification.

2. General Information

a. Stolen and Recovered Gun Records

1. Modification of a gun record is restricted to the agency that entered the record.
2. Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. Verification should include assuring that the data in the modification matches the additional or corrected information.

b. Stolen Gun Records

1) None applicable for this section.

c. Recovered Gun Records

1) None applicable for this section.

IX. CLEAR OF NCIC GUN RECORD

A. Purpose IO #2

The purpose of an NCIC gun record clear is to remove the gun record from NCIC.

1. A stolen gun record is cleared when: OH #13
   - a. The entering agency recovers the weapon.
   - b. The entering agency is officially advised that another agency has recovered the weapon.
2. A recovered gun record is cleared when:
   - a. The entering agency receives information concerning the owner or circumstances of the theft or loss of the gun.

B. Requirements IO #3

1. To clear a stolen gun record when the entering agency recovers the gun, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
   - a) NCIC (NIC) number, Originating Case Agency (OCA) number, Date of Recovery,
     or
   - b) Serial (SER) number, OCA, Date of Recovery.
2. To clear a stolen gun record when another agency recovers the gun and has not located the record, the MKE and ORI must be used, in addition to the following fields:
   - a) NIC, OCA, Date of Recovery, Recovering Agency's Originating Agency Identifier (ORI) and OCA,
     or

b) SER, OCA, Date of Recovery, Recovering Agency's ORI and OCA.

3. To clear a stolen gun record when another agency recovers the gun and has located the record, (Refer to Locate Procedures) the MKE and ORI must be used, in addition to the following fields:

   a) NIC, OCA, Date of Recovery,
      or
   b) SER, OCA, Date of Recovery.

4. To clear a recovered gun record when the entering agency receives information concerning the theft or loss of the gun, the MKE and ORI must be used, in addition to the following fields:

   a) NIC, OCA,
      or
   b) NIC, SER,
      or
   c) SER, OCA.

5. To a clear a recovered gun when another agency receives the theft report, the MKE and ORI must be used, in addition to the following fields:

   a. NIC, OCA, ORI and OCA of the agency that received the report, DOT occurred or reported,
      or
   b. NIC, SER, ORI and OCA of the agency that received the report, DOT occurred or reported,
      or
   c. SER, OCA, ORI and OCA of the agency that received the report, DOT occurred or reported.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA

AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses IO #4

An NCIC gun record clear will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of clear - indicates to the clearing agency that the record has been successfully cleared. OH #14 (STATE RESPONSE MAY APPEAR DIFFERENT

   or
2. Reject - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

   additionally
3. Other Administrative Message
   - a. The $.P. (Administrative Purge Message) - indicates to the entering agency that their record has been purged from NCIC. The $.P. Message is generated following the NCIC scheduled purges (first Sunday of each month).

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO #5

1. Policy Issues

   None applicable for an NCIC gun record clear.

2. General Information
   - a. Stolen and Recovered Gun Records

1) A clear of an NCIC gun record is restricted to the agency that entered the record.

b. Stolen Gun Records

   1) The Date of Recovery cannot be prior to the Date of Theft (DOT).

c. Recovered Gun Records

   1) None applicable for this section.

X. CANCELLATION OF NCIC GUN RECORD

A. Purpose IO #2

The purpose of an NCIC gun record cancellation is to remove an NCIC gun record when it is determined that the information contained in the record is invalid.

1. A stolen gun record is canceled when the entering agency determines that the record contains invalid information. OH #15
2. A recovered gun record is canceled when the entering agency loses custody of the recovered gun.

B. Requirements IO #3

1. To cancel a stolen gun record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   a. NCIC (NIC) number, Originating Case Agency (OCA) number, Date of Cancellation (DOC),
   or
   b. Serial (SER) number, OCA, DOC.

2. To cancel a recovered gun record, the MKE and ORI must be used, in addition to the following fields:

   a. NIC, OCA, DOC,
   or
   b. NIC, SER, DOC,
   or
   c. SER, OCA, DOC.

   INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses IO #4

An NCIC gun record cancellation will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of cancel - indicates to the cancelling agency that a record has been successfully cancelled.
   or
2. Reject - indicates to the cancelling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

OH #16
(STATE
RESPONSE
MAY APPEAR
DIFFERENT)

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #5

1. Policy Issues

   None applicable for an NCIC gun record cancellation.

2. General Information

   a. Stolen and Recovered Gun Records

      1) Cancellation of an NCIC gun record is restricted to the agency that entered the record.
      2) The Date of Cancellation must be the current date.

   b. Stolen Gun Records

      1) None applicable for this section.

   c. Recovered Gun Records

      1) None applicable for this section.

XI. RETENTION PERIOD

A. Stolen Gun Records

IO #6

A stolen gun record will remain in NCIC indefinitely or until the record has been cleared or cancelled by the entering agency.

B. Recovered Guns

A recovered gun record will remain in NCIC for the remainder of the year of entry plus two years or until cleared or cancelled.

XII. CONCLUSION

The NCIC Gun File is the largest NCIC "Hot" File. Over two million stolen and recovered records are currently entered in NCIC. OH #17

It is particularly important to remember:

1. The NCIC Gun File contains records for:
    a) stolen guns that are serially numbered and a theft report is on file,
    b) recovered guns that are found by a criminal justice agency but the owner is unknown.
2. An NCIC gun inquiry will search both stolen and recoverd gun records.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, modification, clear, and cancellation of all gun records.

INSTRUCTOR'S NOTE: SHOW "NCIC GUN FILE" VIDEO.

BIBLIOGRAPHY

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Federal Bureau of Investigation, National Crime Information Center, Washington, D.C. NCIC Code Manual September 20, 1991

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THE NCIC GUN FILE

GF-OH #1

NCIC defines a gun as any weapon which is designed to expel a projectile by air, carbon dioxide, or the action of an explosive. The definition includes, but is not limited to:

Antique Guns
Cannons
Machine Guns
Pistols
Rifles
Shotguns
Starter Guns

Disguised Guns: Knife Guns, Pen Guns
Destructive Devices: Grenades, Mines, Missiles, Rockets
Firearm Muffler or Silencer
Frame or Receiver of any such weapon

NCIC GUN FILE =

1) STOLEN GUN RECORDS	(WHEN GUN HAS A UNIQUE SERIAL NUMBER AND THEFT REPORT IS ON FILE)
2) RECOVERED GUN RECORDS	(WHEN GUN IS FOUND AND THE OWNER IS UNKNOWN)

To inquire on a gun record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

1. Serial number (SER),
   or
2. SER, Make (MAK),
   or
3. SER, Caliber (CAL),
   or
4. SER, MAK, CAL,
   or
5. NCIC number (NIC).

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QG.DCFBIWAT9.SER/123M45
.MAK/SW
.CAL/357

DCFBIWAT9

MKE/STOLEN GUN
ORI/WI0520000 SER/       12345 MAK/SW  CAL/357  TYP/PI DOT/040280
OCA/   298765
NIC/G265408340
ORI IS RACINE CO SO RACINE WI
IMMED CONFIRM RECORD WITH ORI

MKE/RECOVERED GUN
SER/       12345 MAK/SW  CAL/357  TYP/A
DOR/111191 ORI/C00210002 OCA/     TEST
NIC/G577410057
ORI IS EL PASO CO SO COLORADO SPRINGS CO
IMMED CONFIRM RECORD WITH ORI
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MKE/STOLEN GUN
ORI/TNMPD0062 SER/    2675638 MAK/REM CAL/22   MOD/          552
TYP/SI DOT/062491
OCA/ 06248151 MIS/NGIB
NIC/G567018054
ORI IS PD MEMPHIS TN
IMMED CONFIRM RECORD WITH ORI

** ATTENTION **
         IF SER/    2675638 IS FOR MAK/REM,
CAL/22  , AND TYP/RI, IT IS NOT UNIQUE ACCORDING


TO NCIC QUALITY CONTROL.  ASCERTAIN CORRECT NUMBER.
ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED
```

GF-OH #6

LG.DCFBIWAT9.NIC/G123123124.OCA/TEST.121891.TEST

DCFBIWAT9
LOCATE NIC/G123123124

```
QG.DCFBIWAT9.NIC/G579878343

DCFBIWAT9

MKE/LOCATED GUN
ORI/DCFBIWAT9 SER/       5555 MAK/REM CAL/308  MOD/      M0
TYP/RC DOT/040191
OCA/      TEST 121291 MDMSP0005  1234TEST
NIC/G579878343
ORI IS FBI HEADQUARTERS WASHINGTON DC
```

```
$.L.DCFBIWAT9

LOCATE NOTIFICATION AT 1045 EST 121291.

1L01LENC91K1210422.LG.MDMSP0005.SER/5555.OCA/TEST.121291.1234TES

LOCATING ORI IS SP PIKESVILLE MD


MKE/LOCATED GUN

ORI/DCFBIWAT9  SER/5555  MAK/REM   CAL/308   MOD/MOHAWK

TYP/RC  DOT/040191

OCA/TEST 121291  MDMSP0005  1234TEST

NIC/G57988343
```

EG-P.DCFBIWAT9.5557.REM.MOHAWK.308.RC.040191.TEST.GRN, INSC-LJF, 6 SHOT

DCFBIWAT9
NIC/G579885134 SER/ 5557

QG.DCFBIWAT9.NIC/G579885134

DCFBIWAT9

MKE/STOLEN GUN - HOLD FOR LATENTS
ORI/DCFBIWAT9 SER/ 5557 MAK/REM CAL/308 MOD/ M0HAWK
TYP/RC DOT/040191
OCA/ TEST MIS/GRN, INSC-LJF, 6 SH0T
NIC/G579885134
ORI IS FBI HEADQUARTERS WASHINGTON DC

```
QG.DCFBIWAT9.NIC/G579886953

 DCFBIWAT9

 MKE/STOLEN GUN
 ORI/DCFBIWAT9 SER/       5557 MAK/REM CAL/308  MOD/      M0HAWK
 TYP/RC DOT/040191
 OCA/     TEST MIS/GRN, INSC-LJF, 6 SH0T
 NIC/G579886953
 ORI IS FBI HEADQUARTERS WASHINGTON DC


 MG.DCFBIWAT9.NIC/G579886953.OCA/TEST.MIS/NOAH, INSC-LJF, 6 SHO


 DCFBIWAT9
 MODIFY NIC/G579886953


QG.DCFBIWAT9.NIC/G579886953

 DCFBIWAT9

 MKE/STOLEN GUN
 ORI/DCFBIWAT9 SER/       5557 MAK/REM CAL/308  MOD/      M0HAWK
 TYP/RC DOT/040191
 OCA/     TEST MIS/N0AH, INSC-LJF, 6 SH0
 NIC/G579886953
 ORI IS FBI HEADQUARTERS WASHINGTON DC
```

A stolen gun record is cleared when:

1. The entering agency recovers the weapon.
2. The entering agency is officially advised that another agency has recovered the weapon.

A recovered gun record is cleared when:

1. The entering agency receives information concerning the owner or circumstances of the theft or loss of the gun.

CG.DCFBIWAT9.NIC/G579878343.OCA/TEST.121291

DCFBIWAT9
CLEAR NIC/G579878343

A stolen gun record is canceled when:

1. the entering agency determines that the record contains invalid or inaccurate information.

A recovered gun record is canceled when:

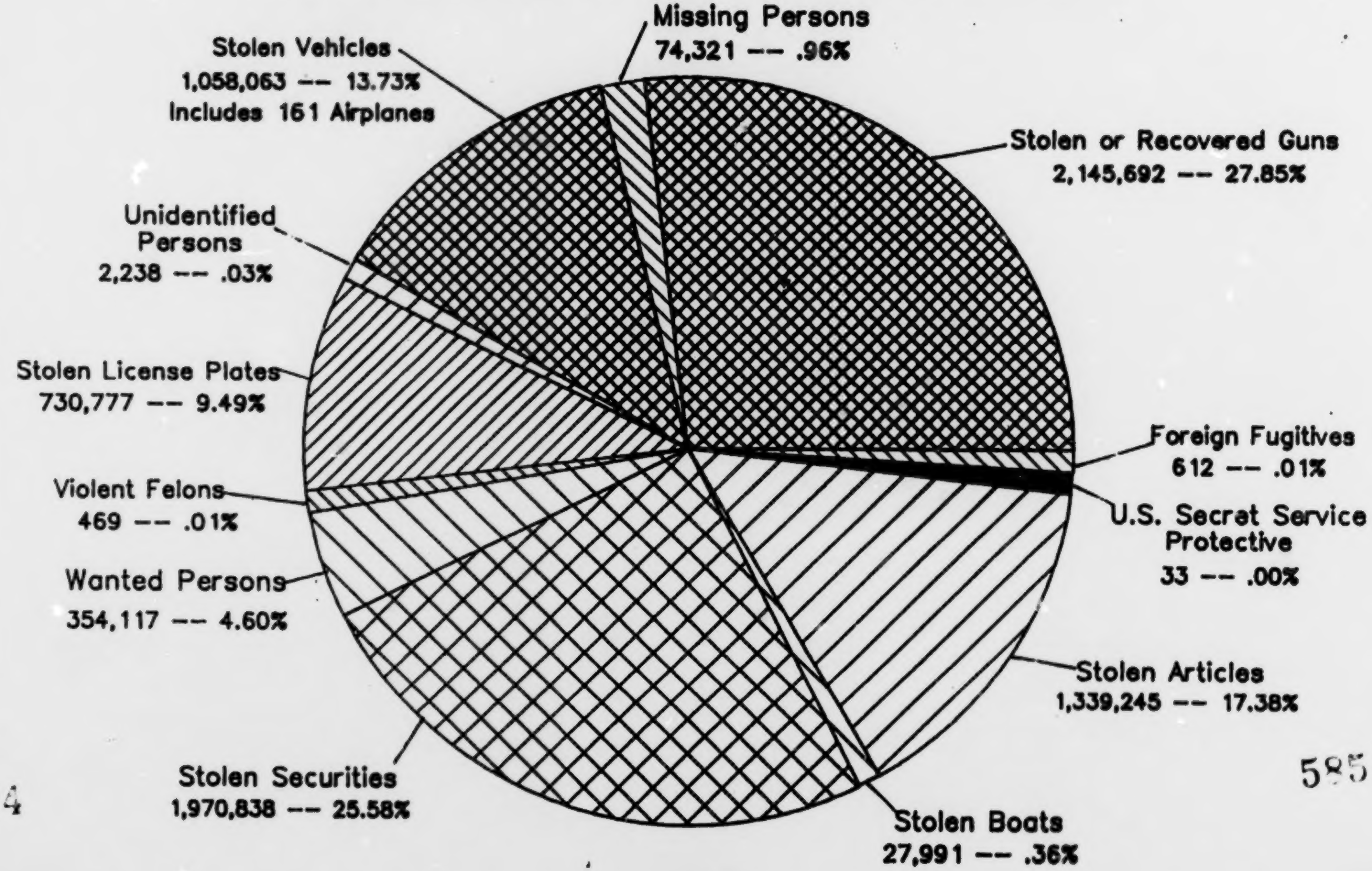
1. the entering agency loses custody of the recovered gun.

XRG.DCFBIWAT9.NIC/G579884743.OCA/TEST.121291

DCFBIWAT9
CANCEL NIC/G579884743

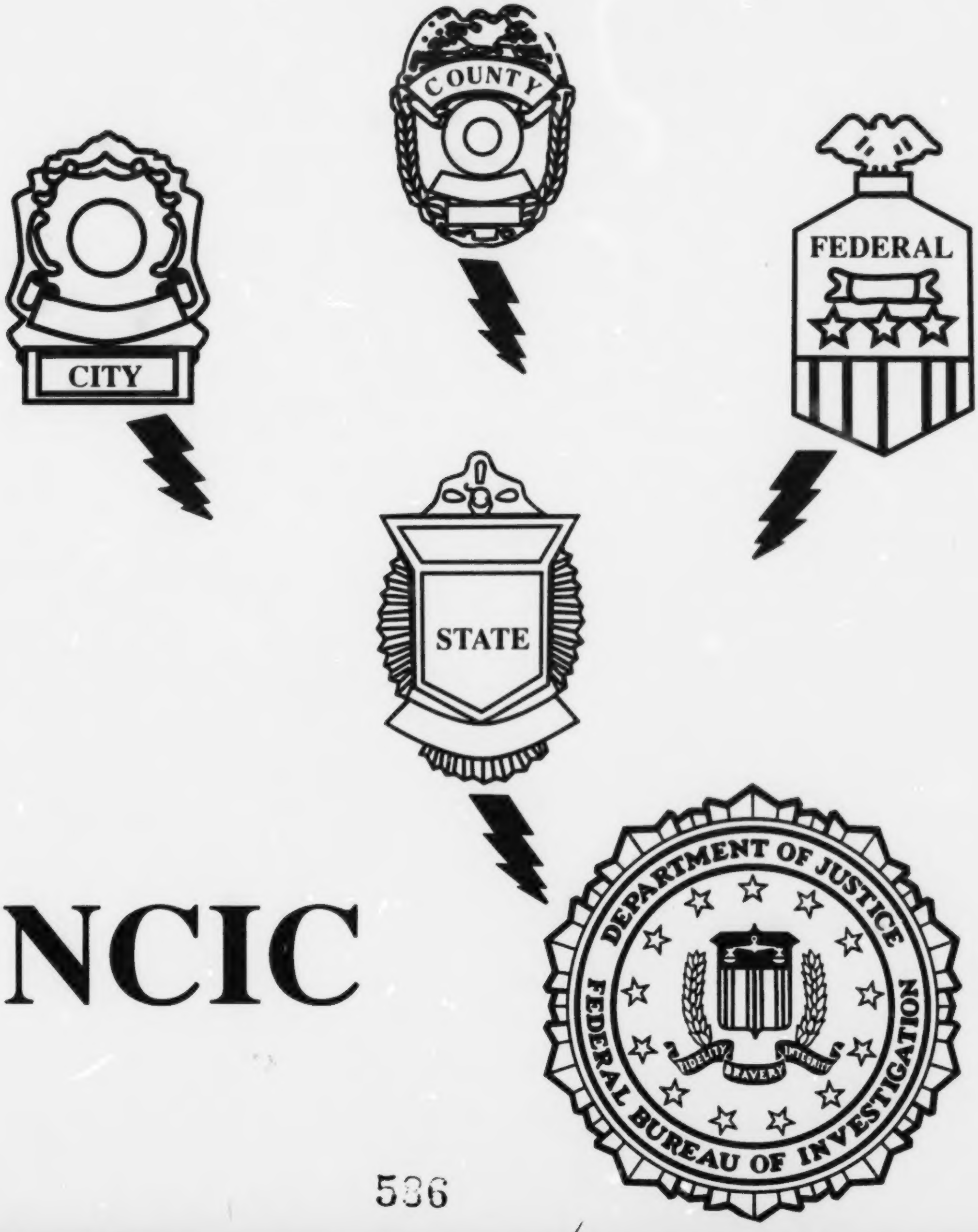
INFORMATION BASES

7,704,396 Records on File on June 1, 1992



U.S.Department of Justice
Federal Bureau of Investigation

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
CITY
FEDERAL
STATE

NCIC

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: WANTED PERSON FILE

TITLE OF INSTRUCTION:	NCIC Wanted Person File
TIME ALLOTTED:	Three Hours
TARGET GROUP:	Full Access Terminal Operators
INSTRUCTOR:	
METHOD OF INSTRUCTION:	Lecture, Discussion, Overhead Transparencies, and Video Tapes
DATE:	July 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF)
Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from an NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC WANTED PERSON FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Wanted Person File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a wanted person for NCIC purposes.
2. State the purpose of an NCIC wanted person record inquiry, locate, entry, supplemental, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC wanted person record inquiry, locate, entry, supplemental, modification, clear, and cancellation transaction.
4. List the responses that may be received in an NCIC wanted person record inquiry, locate, entry, supplemental, modification, clear, and cancellation transaction.
5. Explain the cross-search capability of the Wanted Person File.
6. Describe the policy issues and general information that may affect an NCIC wanted person record inquiry, locate, entry, supplemental, modification, clear, and cancellation transaction.
7. State the retention period for wanted person records and temporary felony warrant records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of a wanted person for NCIC purposes.

INQUIRY SECTION

1. List four occasions when an NCIC wanted person record inquiry should be made.

2. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more, or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

3. Explain Soundex.

LOCATE SECTION

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   a. True
   b. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record(s).

3. Identify the extradition information that must be included in an NCIC wanted person record locate.

ENTRY SECTION

1. State the purpose of an NCIC wanted person record entry.

2. Identify at least two of the criteria for entering a wanted person record into NCIC, but not limited to:

3. When a warrant is issued for a wanted person with multiple charges, the more serious charge should be entered where?

4. Describe a wanted person record NCIC Number (NIC).

5. List and explain two items that must be entered and two items that should be entered into the Miscellaneous Field of a wanted person record.

SUPPLEMENTAL ENTRY SECTION

1. Identify the supplemental identifiers that may be appended to a wanted person record entry.

MODIFICATION SECTION

1. Any agency may modify a wanted person record.

   a. True
   b. False

2. State the purpose of an NCIC wanted person record modification.

3. List the responses that may be generated as a result of an NCIC wanted person record modification.

CLEAR SECTION

1. State when an entering agency would clear a wanted person record.

2. List the requirements necessary to clear a wanted person record from NCIC when the entering agency apprehends the individual.

CANCELLATION SECTION

1. Describe when an agency would cancel a wanted person record entry.

2. Any agency may cancel an NCIC wanted person record.

   a. True
   b. False

3. List the requirements necessary to cancel a wanted person record from NCIC.

RETENTION PERIOD SECTION

1. State the retention period for a wanted person record and a temporary felony warrant record.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines **a wanted person as an individual (including a juvenile who will be tried as an adult) for whom a Federal, Felony, or Serious Misdemeanor Warrant is outstanding, the whereabouts of the individual is unknown, and extradition is authorized.**

INQUIRY SECTION

1. NCIC wanted person record inquiries should be made on, but not limited to:

    a. **Individuals who have been temporarily detained.**

    b. **All persons charged with a crime (booked).**

    c. **Suspects developed through criminal investigations.**

    d. **Suspicious individuals who have been required to show a driver's license.**

    e. **Suspicious juveniles who may have run away/absconded.**

2. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more, or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

    a. **Missing Person**

    b. **U.S. Secret Service Protective**

    c. **Foreign Fugitive**

    d. **Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon**

3. Soundex **is when the computer assigns a five-character alphanumeric code to the surname which is used to produce responses to an inquiry with the exact date of birth.**

LOCATE SECTION

1. **False**. A locating agency must confirm the NCIC record with the entering agency and ensure that extradition will be authorized before placing a locate.

2. The **S.L. (Locate Notification)** is the message that indicates to the entering agency that a locate has been placed on their record(s).

3. The extradition information that must be included in an NCIC wanted person record locate is:

   a. **EXTR (Extradition)**
   or
   b. **NOEX (No Extradition)**

ENTRY SECTION

1. The purpose of an NCIC wanted person record entry **is to place the individual's record into NCIC making the information available to authorized criminal justice agencies.**

2. A wanted person record may be entered into NCIC when extradition is authorized the whereabouts of the individual is unknown, and one of the following criteria exists:

   a. An individual (including a juvenile who will be tried as an adult) for whom a **Federal, Felony, or Serious Misdemeanor Warrant** is outstanding.

   b. **Probation and parole violators** meeting the criteria in Number 1 above.

   c. A juvenile who has been **adjudged delinquent** and is subject to the jurisdiction of the court making such adjudication, or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court said:

      (1) **who has escaped from an institution or agency vested with the legal custody or supervision of such juvenile; or**

      (2) **who has absconded while on probation or parole.**

   d. Juveniles who have been charged with the commission of a **delinquent act** that would be a crime if committed by an adult and who have fled from the state where the act was committed.

   e. **A temporary felony warrant** record may be entered when an agency needs to take prompt action to apprehend a person who has committed a crime or has reasonable grounds to believe a crime has been committed.

f. **Stolen and Fraudulent Identifiers record entry** can be appended to a base wanted person record entry or entered as a supplemental record entry.

3. When a warrant is issued for a wanted person with multiple charges, the more serious charge should be entered into the **Offense Field**.

4. **A unique NCIC Number (NIC) begins with the letter "W" and is followed by nine numeric characters.**

5. Listed below are items that must be entered into the Miscellaneous Field (MIS) of a wanted person record:

   a. A **Caution Indicator** is added to the Message Key (MKE) when it is known that an individual is armed and dangerous, has suicidal tendencies, hemophiliac, previously escaped custody, heroin addict and/or diabetic. When using the **Caution Indicator**, the reason for the caution must be entered in the MIS Field as the first item.

   b. **Explanation of Free Text Offense Codes** - when offense codes **0199, 0299, 0399, 5099, 7099, 7199, 7299, and 7399** are used, an explanation must be placed in the MIS Field.

Listed below are items that should be entered into the MIS Field of a wanted person record:

   a. **Extradition Limitations** - at the time of entry, if there is a limitation concerning extradition of the wanted person, such information should be placed in the Miscellaneous Field of the record. For example: EXTR within 50 miles only.

   b. **Notify Originating Agency Identifier (ORI) of all hits (NOAH)** - in a case where an ORI wants to be notified of all "hits" and believes that it will provide investigative leads, the acronym "NOAH" should be placed in the MIS Field.

   c. **Send Identification Record (SIR)** - to request a copy of a subject's FBI Identification Division record, place the acronym "SIR" as the last item of the MIS Field of a wanted person record entry.

   d. **Other Descriptive Information** - description of clothing, e.g., wearing jeans and blue shirt. Nicknames or monikers are to be entered in the MIS Field.

SUPPLEMENTAL ENTRY SECTION

1. The Supplemental identifiers that may be appended to a wanted person record entry are:

    a. **Supplemental identifiers, e.g., AKAs, DOBs, MNUs.**

    b. **Stolen/Fraudulent identifiers**

MODIFICATION SECTION

1. **False**. Only the entering agency may modify a wanted person record.

2. The purpose of an NCIC wanted person record modification **is to add, change, or delete information once the entering agency obtains additional information or determines that the data in the record is erroneous.**

3. The responses that may be generated as a result of an NCIC wanted person record modification are:

    a. **Acknowledgement of NCIC Modification**
    or
    b. **Reject**

CLEAR SECTION

1. A wanted person record is cleared **when the entering agency is the apprehending agency or the entering agency is officially advised that another agency has the individual(s) in custody.**

2. The requirements necessary to clear a wanted person record from NCIC when the entering agency apprehends the individual are Message Key (MKE) and Originating Agency Identifier (ORI) in addition to the following fields:

    a. **NAM and NCIC (NIC) Number, Date of apprehension**
    or
    b. **NAM and Originating Agency Case Number (OCA), Date of Apprehension**

CANCELLATION SECTION

1. A wanted person record is canceled **when the entering agency determines that the record contains invalid or inaccurate information, no extradition will be made or no decision concerning extradition has been reached.**

2. **False**. Only the entering agency may cancel a wanted person record.

3. The requirements necessary to cancel a wanted person record from NCIC are MKE and ORI in addition to the following fields:

    a. **NAM, NIC, Date of Cancellation**
    or
    b. **NAM, OCA, Date of Cancellation**

RETENTION PERIOD SECTION

1. An NCIC wanted person record will remain in NCIC **indefinitely or until one of the following occurs:**

    a. **A second locate (NOEX) is placed**
    b. **The located record indicates extradition (EXTR) five days later**
    c. **The entering agency clears or cancels the record**
    d. **If the expired license plate is the only searchable identifier in the record, the entire record will be purged and the originating agency will not be notified.**

    An NCIC temporary felony warrant record will remain in NCIC for **48 hours.**

ITEMS AND MATERIALS

Overhead Transparencies, Projector and Screen
VCR and Monitor
Video Tapes: "NCIC Wanted Person File"
"NCIC Packing the Record"

OVERHEAD TRANSPARENCIES (OH):

WPF-OH	#1	NCIC Wanted Person File
WPF-OH	#2	Definition of an NCIC Wanted Person for NCIC Purposes
WPF-OH	#3	The Two Categories of an NCIC Wanted Person Record
WPF-OH	#4	Requirements for NCIC Wanted Person Record Inquiries
WPF-OH	#5	Example of Positive Responses
WPF-OH	#6	NCIC Wanted Person File Cross Search
WPF-OH	#7	Example of No Response
WPF-OH	#8	Soundex
WPF-OH	#9	NCIC Wanted Person Record Locate Requirements
WPF-OH	#10	Example of $.L. (Locate Notification)
WPF-OH	#11	NCIC Wanted Person Record Entry Criteria
WPF-OH	#12	NCIC Wanted Person Record Requirements for Adults
WPF-OH	#13	NCIC Wanted Person Record Requirements for Juveniles
WPF-OH	#14	Example of Entry Acknowledgement
WPF-OH	#15	Example of $.J. (Emancipated Juvenile Notification)
WPF-OH	#16	Items to include in the MIS Field
WPF-OH	#17	NCIC Wanted Person Record Supplemental Record Entry Requirements
WPF-OH	#18	NCIC Wanted Person Record Requirements for Stolen/Fraudulent Identifiers
WPF-OH	#19	Stolen/Fraudulent Identifiers
WPF-OH	#20	Stolen/Fraudulent Identifiers Continued
WPF-OH	#21	NCIC Wanted Person Record Modification Requirements
WPF-OH	#22	NCIC Wanted Person Record Modification Requirements Continued
WPF-OH	#23	NCIC Stolen/Fraudulent Identifiers Modification Requirements
WPF-OH	#24	NCIC Wanted Person Record Clear Requirements
WPF-OH	#25	NCIC Wanted Person Record Cancellation Requirements
WPF-OH	#26	NCIC Stolen/Fraudulent Identifiers Cancellation Requirements
WPF-OH	#27	NCIC Wanted Person Record Retention Period
WPF-OH	#28	Example of $.P. (Administrative Purge Message)

HANDOUT MATERIALS (HD):

WPF-HD	#1	NCIC File Reference Card
WPF-HD	#2	Extradition of Wanted Persons and the NCIC
WPF-HD	#3	Report on the Vehicle and Wanted Person Surveys

WPF-HD	#4	"Timeliness, Accuracy and Probable Cause"
WPF-HD	#5	"Juvenile Wanted Persons"
WPF-HD	#6	"Interstate Identification Index"
WPF-HD	#7	"Escapees Arrested After Almost a Decade of Freedom"
WPF-HD	#8	"Interstate Identification Data/Investigators Only"
WPF-HD	#9	Interstate Compact on Juveniles

I. INTRODUCTION

THIS THREE-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC WANTED PERSON FILE.

The NCIC Wanted Person File, created in 1967, contains records for wanted adults and juveniles.

As of January 1, 1992, there were 355,452 records entered into the NCIC Wanted Person File.

In a recent year, NCIC was responsible for the apprehension of more than 136,000 persons. This statistic does not include the number of individuals who were apprehended as a result of records entered only in state and local computer systems. Many criminals are apprehended at the time the crime is committed. As a result of investigations, other criminals are identified and arrest warrants are obtained. The effective use of the NCIC System may lead to further apprehensions.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Wanted Person File. Effective utilization of the NCIC Wanted Person File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

References

OH #1

IO - **INSTRUCTIONAL OBJECTIVE**

OH - **OVERHEAD TRANSPARENCY**

HD - **HANDOUT MATERIAL**

OM - **NCIC OPERATING MANUAL**

CM - **NCIC CODE MANUAL**

II. DEFINITION OF A WANTED PERSON FOR NCIC PURPOSES

NCIC defines a wanted person as an individual (including a juvenile who will be tried as an adult) for whom a **Federal, Felony, or Serious Misdemeanor Warrant** is outstanding, the whereabouts of the individual(s) is unknown, and **extradition*** is authorized. The definition includes, but is not limited to: IO #1 OH #2

Federal Offenders
Felons
Juvenile Offenders
Probation and Parole Violators

There are two categories of records: Wanted **Adult** and Wanted **Juvenile**. OH #3

***INSTRUCTOR'S NOTE: EXTRADITION IS THE SURRENDER BY ONE STATE TO ANOTHER OF AN INDIVIDUAL CHARGED OR CONVICTED OF AN OFFENSE OUTSIDE ITS OWN TERRITORY AND WITHIN THE TERRITORIAL JURISDICTION OF THE OTHER.** OM P. 7-2

INSTRUCTOR'S NOTE: CHECK WITH YOUR (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) CODE MANUAL FOR SPECIFIC OFFENSES AS THEY MAY VARY.

III. INQUIRY OF NCIC WANTED PERSON RECORD

A. Purpose

IO #2

The purpose of an NCIC wanted person record inquiry is to determine if a record is in NCIC for an individual who has committed a **Federal, Felony, or Serious Misdemeanor.** Inquiries should be made on, but are not limited to:

1. Individuals who have been temporarily detained.

2. All persons charged with a crime (booked).

3. Suspects developed through criminal investigations.

4. Suspicious individuals who have been required to show a driver's license.

5. Suspicious juveniles who may have run away/absconded.

B. Requirements

IO #3

OH #4

1. To inquire on a wanted person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to **NAME (NAM)** and, one or more, or all of the following fields:

    a. Date of Birth (DOB)
    b. FBI Number (FBI)
    c. Miscellaneous Number (MNU)
    d. Social Security Number (SOC)
    e. Operator's License Number (OLN)
    f. License Plate Number (LIC)*
    g. Vehicle Identification Number (VIN)*
    h. Originating Agency Case Number (OCA)

    ***Inquiries using VIN and/or LIC can be made without name.**

Additionally, the NCIC Number (NIC) can be used separately, but must be preceded by the MKE and ORI.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses — **IO #4**

An NCIC wanted person record inquiry will cause the NCIC computer to transmit the following responses:

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active NCIC wanted person record(s). **and** — **OH #5**

2. **Cross Search** - An inquiry into the NCIC Wanted Person File searches the Foreign Fugitive, Missing Person, U.S. Secret Service Protective, and the Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon Files. **and** — **OH #6** **IO #5**

   If the record inquiry contains vehicle/ license data, it will also search the Boat, Vehicle, and License Plate Files. **or**

3. **No response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC wanted person record or any of the person files.* **or** — **OH #7**

4. **Reject** - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

   ***Wanted Person, Missing Person, Foreign Fugitive, U.S. Secret Service Protective File, Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR

SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

1. Policy Issues

a. Wanted Adult and Juvenile Records

(1) When a positive response(s) to an NCIC inquiry is received, and the whereabouts of the individual inquired upon is known and the individual inquired upon appears to be identical to the NCIC record(s), the agency that can arrest the wanted person must contact the originating agency of each record possibly identical with the individual in question to confirm the hit(s).

a. The only exception is when a wanted person record contains extradition limitations in the Miscellaneous Field and the agency locating the wanted person is outside of the geographical area of extradition. These records need not be confirmed and should not be located.

(Refer to the Hit Confirmation Lesson Plan for more information.)

(2) The apprehending or locating agency must contact the ORI to verify that the warrant is still outstanding and that extradition will take place.

(3) If the DOB is the only numeric identifier used in an inquiry, it must be an exact match.

INSTRUCTOR'S NOTE: SOME STATE SYSTEMS USE A SEARCH METHOD THAT AUTOMATICALLY EXTENDS THE SEARCH PARAMETER TO A TIME PERIOD BEFORE AND AFTER THE DOB IN THE INQUIRY. CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR ADDITIONAL GUIDELINES.

(4) When an inquiry contains a name and one or more Vehicle Identification Numbers (VINs), a maximum of three VINs can be inquired upon and the computer will compute the check digit for each 17-character VIN. The VINs must be separated by a comma.

INSTRUCTOR'S NOTE: REFER TO THE VEHICLE FILE LESSON PLAN FOR SPECIFIC DETAILS ON VINS.

b. Wanted Adult Record

(1) None applicable for a wanted person record inquiry

c. Wanted Juvenile Record

(1) None applicable for a wanted person record inquiry

2. General Information

a. Wanted Adult and Juvenile Records

(1) Inquiries using the DOB field should be made using all logical variations as some foreign countries interchange the month and day of birth.

a. When an individual uses more than one DOB, the person's name should be checked using each DOB.

(2) An inquiry containing a NAM and numeric identifier other than DOB will search that numeric identifier first, e.g., MNU, SOC.

(3) When an FBI Number is used in an inquiry, only the record(s) with that FBI Number will be retrieved.

(4) If an inquiry is made using a numeric identifier other than an FBI Number, a second search will be generated using the FBI Number to provide any other matching record(s). This search is only performed when the record produced contains an FBI Number.

(5) If a wanted person record contains vehicle/license plate data, the Vehicle/License Plate Files should be queried to determine if the vehicle or vehicle bearing the License Plate is stolen.

   a. An inquiry by LIC, LIS and/or VIN and Vehicle Make (VMA), if available, will identify a wanted person, missing person, U.S. Secret Service protective, foreign fugitive, boat, license plate, vehicle, and Bureau of Alcohol, Tobacco and Firearms (ATF) violent felon if the vehicular and/or license data is entered in the record.

(6) If no numeric identifiers are available, a **QPER INQUIRY** can be made only at **FBIHQ**. Contact **NCIC INVESTIGATIVE SUPPORT GROUP (202) FBI-NCIC** for more details.

(7) SEX and Race (RAC) should be included to minimize multiple hits.

(8) The computer assigns a five-character alphanumeric code to

OH #8

the surname which is used to produce responses to an inquiry with the exact DOB. This process is known as **Soundex.**

INSTRUCTOR'S NOTE: SOUNDEX DOES NOT APPLY TO THE INTERSTATE IDENTIFICATION INDEX (III).

b. Wanted Adult Record

    (1) None applicable for a wanted person record inquiry

c. Wanted juvenile Record

    (1) None applicable for a wanted person record inquiry

IV. LOCATE OF NCIC WANTED PERSON RECORD IO #2

A. **Purpose**

The purpose of an NCIC wanted person record locate is to indicate that an agency other than the entering agency has apprehended the individual(s).

B. **Requirements** IO #3

1. To locate a wanted person record, the Message Key and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH #9

   a. Name (NAM), NCIC (NIC) Number, Date of Apprehension or Location, Apprehending or Locating Agency's Case Number, Extradition Information*

   or

   b. NAM, OCA, Date of Apprehension or Location, Apprehending or Locating Agency's Case Number, Extradition Information*

***INSTRUCTOR'S NOTE: A WANTED PERSON RECORD MUST BE LOCATED USING EXTRADITION (EXTR) OR NO EXTRADITION (NOEX).**

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. **Interpreting Responses**

IO #4

An NCIC wanted person record locate will cause the NCIC computer to transmit the following responses:

1. **Located** - indicates to the locating agency that the locate has been successfully placed.
   and

2. **$.L. Message (Locate Notification)** - indicates to the entering agency that a locate has been placed on their record(s).

   additionally

3. **The $.8. Administrative Message** - indicates to the state of registry that a wanted person record is located with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*

   or

4. **Reject** - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

   additionally

OH #10

5. Other Administrative Message

   a. **$.P (Purge) Administrative Message**** -indicates to the entering agency that their record has been purged from NCIC. The $.P administrative message is generated following the NCIC scheduled purges (first Sunday of each month).

***REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTES: **THE $.P. WILL ONLY BE GENERATED IF THE RECORD IS LOCATED BY ANOTHER AGENCY AND NOT CLEARED BY THE ENTERING AGENCY FROM NCIC.

REFER TO PART IX. CLEAR OF NCIC WANTED PERSON RECORD OF THIS LESSON PLAN.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

1. Policy Issues

   a. Wanted Adult and Juvenile Records

(1) Before placing a locate, the locating agency must confirm the record(s) with the entering agency and ensure that extradition will be authorized.

(Refer to the Hit Confirmation Lesson Plan.)

(2) In instances where an ORI receives information that an apprehending/locating agency(s) will not honor extradition of an individual, the ORI must modify the record to include extradition limitations.

(3) If the locating agency is the entering agency, a locate transaction cannot be performed. The record must be cleared immediately.

b. Wanted Adult Record

(1) None applicable for a wanted person record locate

c. Wanted Juvenile Record

(1) None applicable for a wanted person record locate

2. General Information

a. Wanted Adult and Juvenile Records

(1) A record in locate status cannot be modified.

(2) A record should not be located if the locating agency isoutside of the extradition limitations.

(3) In cases where a wanted person may be apprehended/located more than once without extradition

taking place, one locate **(NOEX)** will become a permanent part of the record. A second locate **(NOEX)** will automatically purge the record from the system.

a. NOEX is used when the entering agency advises that the individual will not be extradited or has no information concerning an extradition decision.

(4) EXTR is used when the entering agency advises that the individual will be extradited or the individual is wanted by a Federal agency and has been apprehended/located by Federal or local authorities.

b. Wanted Adult Record

(1) None applicable for a wanted person record locate

c. Wanted Juvenile Record

(1) None applicable for a wanted person record locate

V. ENTRY OF NCIC WANTED PERSON RECORD

INSTRUCTOR'S NOTE: REMIND THE STUDENTS TO ENTER ALL AVAILABLE INFORMATION AND TO ENSURE THAT THE INFORMATION IS ACCURATE AND ENTERED IN A TIMELY MANNER.

HD #1

A. Purpose

IO #2

The purpose of an NCIC wanted person record entry is to place the individual's record into NCIC making the information available to authorized criminal justice agencies.

A wanted person record may be entered into NCIC when extradition is authorized, the whereabouts of the individual is unknown, and one of the following criteria exists:

OM P.7-1
HD #2,3
OH #11

1. An individual (including a juvenile who will be tried as an adult) for whom a **FEDERAL, FELONY, OR SERIOUS MISDEMEANOR WARRANT** is outstanding.
   or
2. **PROBATION AND PAROLE VIOLATORS** meeting the criteria in Number 1 above.
   or
3. A juvenile who has been **adjudged delinquent** and is subject to the jurisdiction of the court making such adjudication, or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court said:

   HD #4,5

   a. who has escaped from an institution or agency vested with the legal custody or supervision of such juvenile; or
   b. who has absconded while on probation or parole.
      or

4. Juveniles who have been charged with the commission of a **delinquent act** that would be a crime if committed by an adult, and who have fled from the state where the act was committed.
   or

5. A **Temporary Felony Warrant** record may be entered when an agency needs to take prompt action to apprehend a person who has committed a crime or has reasonable grounds to believe a crime has been committed.
   or

6. **Stolen and Fraudulent Identifiers record entry** can be appended to a base wanted person record entry or entered as a supplemental record entry.

INSTRUCTOR'S NOTE: FOR ENTRY OF SUPPLEMENTAL RECORDS TO THE WANTED PERSON RECORD, REFER TO PART VI. ENTRY OF SUPPLEMENTAL RECORDS TO THE NCIC WANTED PERSON RECORD OF THIS LESSON PLAN.

B. Requirements

IO #3

1. To enter a wanted person record, the Message Key and Originating Agency Identifier (ORI) must be used in addition to one of the following numeric identifiers, i.e., DOB, SOC, FBI, MNU, OLN with OLS, OLY, LIC with LIS, LIY, LIT, VIN with VYR, VMA, VST and all of the following fields:

OH #12

   a. Name (NAM)
   b. Sex (SEX)*
   c. Race (RAC)*
   d. Height (HGT)*
   e. Weight (WGT)*
   f. Hair Color (HAI)*
   g. Offense Code (OFF)*
   h. Date of Warrant (DOW)
   i. Originating Agency Case Number (OCA)

2. To enter a wanted **juvenile offender** record, the Message Key and Originating Agency Identifier (ORI) must be used in addition to the following fields: **OH #13**

   a. Name (NAM)
   b. Sex (SEX)*
   c. Race (RAC)*
   d. Date of Birth (DOB)
   e. Date of Emancipation (DOE)
   f. Height (HGT)*
   g. Weight (WGT)*
   h. Hair Color (HAI)*
   i. Offense Code (OFF)*
   j. Date of Violation (DOV)
   k. Originating Agency Case Number (OCA)

   ***REFER TO NCIC/STATE CODE MANUAL FOR CODES**

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

INSTRUCTOR'S NOTE: SHOW EXAMPLES OF RESPONSES.

IO #4

An NCIC wanted person record entry will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC entry** - indicates to the entering agency that the wanted person record has been successfully entered into NCIC.
   or
2. **Acknowledgement of NCIC entry and listing of duplicate record(s) already on file** - indicates to the entering agency that the wanted person record has been successfully entered into NCIC. Duplicate record(s) on file with a different ORI will be furnished in the response.
   additionally

3. The **$.8. Administrative Message** - indicates to the state of registry that a wanted person record is entered with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*
additionally

4. Other Administrative Message

    a. The **Emancipation Notification ($.J.)** - indicates to the entering agency when a juvenile becomes emancipated. The record will not be removed from NCICas a result of this notification. The $.J. Message is generated following the NCIC scheduled purges.
    or

OH #15

5. **Reject** - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

***REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: IF THE FBI AND ORI; MNU AND ORI; SOC AND ORI; OLN, OLS, AND ORI; VIN, VMA, NAM, AND ORI; LIC, LIS, LIY, LIT, NAM AND ORI; OCA, NAM, AND ORI; DOB, NAM AND ORI FIELDS IN A WANTED PERSON RECORD TO BE ENTERED ARE IDENTICAL TO A WANTED PERSON RECORD ON FILE, THE ENTRY WILL BE REJECTED.

IF THE LIT FIELD IN AN EXISTING RECORD IS BLANK, OR IN THE CASE OF MODIFICATIONS, IF THE WANTED PERSON RECORD BEING MODIFIED HAS A BLANK LIT FIELD, THE LIT FIELD IS NOT USED IN THE DUPLICATE RECORD CHECK.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

1. Policy Issues

a. Wanted Adult and Juvenile Records

(1) An NCIC wanted person record must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

(2) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring all available cross checks were made, e.g., DMV, III, and that the data in the NCIC record matches the data in the investigative report.

(3) Before entering a wanted person record into NCIC, authorization of extradition must be determined.

(4) In cases where an agency is absolutely certain that the wanted person will not be extradited, the record must not be entered into NCIC.

INSTRUCTOR'S NOTE: WANTED PERSONS WHO WILL NOT BE EXTRADITED SHOULD BE ENTERED IN A STATE OR METROPOLITAN SYSTEM. CHECK WITH YOUR CTA OR REGIONAL INTERFACE (IF APPLICABLE) FOR SPECIFIC REQUIREMENTS.

(5) When entering **Hispanic** names, which usually contain compound surnames, the full name including both surnames must be entered in the NAM Field. Additionally, each surname must be entered as a separate alias.

CM P.4-2

(6) A **Caution Indicator** is added to the Message Key when it is known that an individual is armed and dangerous, has suicidal tendencies, hemophiliac, previously escaped custody, heroin addict and/or diabetic. When using the **Caution Indicator**, the reason for the caution must be in the Miscellaneous MIS) Field as the first item.

(7) **Explanation of Free Text Offense Codes** - when offense codes **0199, 0299, 0399, 5099, 7099, 7199, 7299, and 7399** are used, an explanation must be placed in the MIS Field.

CM P. 7-1

b. Wanted Adult Record

(1) None applicable for a wanted person record entry

c. Wanted Juvenile Record

(1) Entry of a record for a juvenile who has been adjudged delinquent must be supported by a copy of the judgment, formal adjudication, or order of commitment which subjects such delinquent to probation, parole, or to the legal custody of the institution or agency concerned.

2. General Information

a. Wanted Adult and Juvenile Records

(1) A successful NCIC wanted person record entry will generate a unique NCIC (NIC) number beginning with the letter "W" followed by nine numerics. The NIC can be used in inquiries and also in identifying records in locate, modification, clear, and cancellation transactions.

(2) The agency that holds the warrant may enter a wanted person record. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that does not have telecommunications equipment.

(3) When entering a "John or Jane Doe" Warrant, the victim's name should be entered as an alias and the victim's descriptors and personal identifiers should be placed in the record. A statement is needed in the MIS Field stating that the victim's personal identification may be in the possession of the murderer.

a. If a "John or Jane Doe" Warrant is issued and the wanted person is believed to be using the identification stolen from the homicide victim, then the name "John or Jane Doe" should be entered in the base Name Field and the homicide victim's name should be entered in the Stolen/Fraudulent (S/F) Name Field. The victim's date of birth should be entered in the appropriate field(s).

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE TO ASCERTAIN IF A "JOHN OR JANE DOE" WARRANT CAN BE OBTAINED IN YOUR JURISDICTION. IF THIS TYPE OF WARRANT CANNOT BE OBTAINED IN YOUR JURISDICTION, THEN OFFENSE CODE 0913 MUST BE USED AND THE DATE OF WARRANT FIELD WILL CONTAIN THE DATE THAT THE INVESTIGATION WAS OPENED.

(4) Inclusion of the FBI Number in a wanted person record will cause the same information to be placed in the subject's arrest fingerprint record in the FBI Identification Division.

(5) If a wanted person is believed to be operating a vehicle or vehicle bearing the license plate, this information may be entered into the wanted person record as long as the location of the vehicle/license plate is unknown. Verification should be made with the appropriate department of motor vehicles.

a. License plate data in a wanted person record will be purged when the LIC reaches year of expiration plus one year. The only exception is for nonexpiring license plates. The license plate will remain in file until action is taken by the originating agency to remove the record.

b. If the vehicle/license plate in a wanted person entry has been stolen, the record should be cross-referenced in the MIS Field and a separate entry should be made in the Vehicle/License Plate Files.

INSTRUCTOR'S NOTE: REFER TO THE LICENSE PLATE FILE AND VEHICLE FILE LESSON PLANS.

(6) When two or more subjects are associated with each other, the records should be cross-referenced in the MIS Field by using NAM and NIC.

(7) When a warrant is issued for a subject with multiple charges, the more serious charge should be entered into the Offense Field and all others in the Miscellaneous Field.

a. When an additional warrant is issued for an individual already in NCIC, the second charge and date of warrant should be entered in the MIS Field.

(8) The Interstate Identification Index (III) may be used as a source for obtaining additional information that may be includedin a wanted person record. **HD 7, 8**

(9) **Hispanic** names should be entered with the race code most closely representing the individual.

(10) When entering **Oriental** names, the last unit should be entered as the Master name. Each of the other units should be entered as a surname in the AKA Field.

(11) Items to include in the MIS Field: **OH #16**

a. **Extradition Limitations** - at the time of entry, if there is a limitation concerning extradition of the wanted person, such information should be placed in the MIS Field of the record. For example: EXTR within 50 miles only.

b. **Send Identification Record (SIR)** - to request a copy of a subject's FBI Identification Division record, place the acronym "SIR" as the last item of the MIS Field of a wanted person entry.

INSTRUCTOR'S NOTE: UPDATED INFORMATION MAY BE OBTAINED FROM THE INTERSTATE IDENTIFICATION INDEX (III). CHECK WITH YOUR STATE/NCIC OPERATING MANUAL FOR ACCESS CODES/MESSAGE KEYS. REFER TO THE INTERSTATE IDENTIFICATION INDEX (III) LESSON PLAN.

c. **Notify ORI of all Hits (NOAH)**- in a case where an ORI wants to be notified of all "hits" and believes that it will provide investigative leads, the acronym "NOAH" should be placed in the MIS Field.

d. **Other Descriptive Information** - description of clothing, e.g., wearing jeans and a blue shirt. Nicknames or monikers are to be entered in the MIS Field.

b. Wanted Adult Record

(1) None applicable for a wanted person record entry

c. Wanted Juvenile Record

(1) The **Interstate Compact on Juveniles** provides provisions for taking juveniles into custody and returning them after:

HD #9

a. they have been adjudged delinquent and escaped or run away from an institution
or
b. they have absconded while on probation or parole.

All of the 50 states plus the District of Columbia are signatories to the Interstate Compact on Juveniles.

(2) **Rendition Amendment** - provides for the extradition of juveniles who have been charged with the commission of a delinquent act that would be a crime if committed by an adult.

a. Forty-two states have signed. Only those states who have signed the Rendition Amendment may enter Category 2 records.*

***ENTRY OF JUVENILES WITH OFFENSE CODES OTHER THAN 8100, 8101, 8102.**

INSTRUCTOR'S NOTE: CHECK TO DETERMINE IF YOUR STATE HAS SIGNED THE RENDITION AMENDMENT. IF YOUR STATE HAS NOT SIGNED THE RENDITION AMENDMENT AND AN ATTEMPT IS MADE TO ENTER A WANTED JUVENILE RECORD WITH AN OFFENSE CODE OTHER THAN 8100, 8101, AND 8102, THE COMPUTER WILL TRANSMIT A REJECT MESSAGE.

(3) Entry of a record for a juvenile who has been charged with the commision of a delinquent act is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

VI. ENTRY OF SUPPLEMENTAL RECORDS TO NCIC WANTED PERSON RECORD

IO #2

A. Purpose

The purpose of an NCIC wanted person supplemental record entry is to add additional identifiers to an NCIC record.

1. Supplemental identifiers, i.e., Aliases (AKAs), Dates of birth (DOBs), Miscellaneous Numbers (MNUs), Scars, Marks, Tattoos and Other Characteristics (SMTs), e.g., Medical conditions and diseases, Social Security Numbers (SOCs), Operator's License Numbers (OLNs), License Plate Number (LICs), and Vehicle Identification Numbers (VINs) may be appended to a base wanted person record.
2. The Wanted Person, Foreign Fugitive, and the U.S. Secret Service Protective Files have been expanded. Since 12/2/90 a new type of supplemental entry to store records for **Stolen/Fraudulent Identifiers (S/F)** may be entered in the base wanted person record entry or as a supplemental record entry.

B. Requirements

IO #3

1. To enter a wanted person record with supplemental identifiers, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

    a. Name (NAM), NCIC Number (NIC)
    or
    b. Name (NAM), Originating Agency Case Number (OCA)
    and one or more or all of the following:
    c. Alias (AKA)
    or
    d. Date of Birth (DOB)
    or
    e. Scars, Marks, Tattoos, and other Characteristics (SMTs)
    or

f. Miscellaneous Number (MNU)
   or
g. Social Security Number (SOC)
   or
h. Operator's License Number (OLN)
   or
i. License Plate Number (LIC)
   or
j. Vehicle Identification Number (VIN)

OH #17

2. To enter **Stolen/Fraudulent Identifiers (S/F)** in a base wanted person record entry, follow the base wanted person record entry format in **PART V. ENTRY OF NCIC WANTED PERSON RECORD, SECTION B. REQUIREMENTS, NUMBER 1.** In addition, one or more, or all of the following stolen/fraudulent identifiers fields may be used:

   a. S/F Name (NAM)
   b. S/F Date of Birth (DOB)
   c. S/F Social Security Number (SOC)
   d. S/F Miscellaneous Number (MNU)
   e. S/F Operator's License Number (OLN)
      S/F Operator's License State (OLS)
      S/F Operator's License Year of Expiration (OLY)

3. To enter **S/F Identifiers** as supplemental information to an existing wanted person record, the MKE and ORI must be used in addition to the following fields:

   a. NAM, NIC
      or
   b. NAM, OCA
      and one or more or all of the following:
   c. S/F Name (NAM)
      or
   d. S/F Date of Birth (DOB)
      or
   e. S/F Social Security Number (SOC)
      or
   f. S/F Miscellaneous Number (MNU)
      or
   g. S/F Operator's License Number (OLN)
      S/F Operator's License State (OLS)
      S/F Operator's License Year of Expiration (OLY)

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #4

An NCIC wanted person supplemental record entry will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC supplemental record entry** - indicates to the entering agency that the supplemental record entry has been successfully appended to the wanted person record.
   additionally
2. The **$.8. Administrative Message** - indicates to the state of registry that a wanted person record is entered with supplemental vehicle data showing registration in a state other then the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*
   or
3. **Reject** - indicates to the entering agency that the supplemental entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

***REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

1. Policy Issues

   a. Wanted Adult and Juvenile Records

      (1) The base NCIC wanted person record fields (DOB, SMT, MNU, SOC, OLN, LIC, VIN) must be filled before any supplemental record entries of the same fields can be made.

(2) S/F record identifiers cannot be modified, the identifiers must be canceled and reentered.

b. Wanted Adult Record

(1) None applicable for a wanted person supplemental record entry

c. Wanted Juvenile Record

(1) None applicable for a wanted person supplemental record entry

2. General Information

a. Wanted Adult and Juvenile Records

(1) Once an NCIC supplemental record entry has been made into the NCIC System, the accuracy of the record should be double checked by a second party. The verification of the record should include assuring all available cross checks were made, e.g., DMV, III, and that the data in the NCIC record matches the data in the investigative report.

(2) A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry.

(3) An NCIC wanted person supplemental record entry cannot be modified. To change the incorrect identifier, cancel and reenter it.

(4) A maximum of 99 aliases, nine SMTs, MNUs, SOCs, OLNs, LICs, and VINs may be added as supplemental identifiers to a wanted person record.

a. A maximum of 99 NAMs, nine DOBs, MNUs, SOCs, and OLNs may be added as S/F

OH #18
OH #19
OH #20

identifiers to a wanted person record or entered separately.

b. A S/F name is required if a S/F date of birth is entered as the only searchable numeric identifier.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA OR REGIONAL INTERFACE (IF APPLICABLE) AS THE MAXIMUM NUMBER OF IDENTIFIERS PERMITTED FOR A SUPPLEMENTAL ENTRY IN YOUR STATE MAY VARY.

b. Wanted Adult Record

(1) None applicable for a wanted person record supplemental entry

c. Wanted Juvenile Record

(1) None applicable for a wanted person record supplemental entry

INSTRUCTOR'S NOTE: SHOW "NCIC PACKING THE RECORD" VIDEO (VIDEO PLAYING TIME - 5:38 MINUTES)

VII. ENTRY OF ADD-ON RECORD TO NCIC WANTED PERSON RECORD

An add-on record cannot be appended to an NCIC wanted person record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC WANTED PERSON RECORD

A. Purpose IO #2

The purpose of an NCIC wanted person record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements IO # 3

1. To modify a wanted person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. Name (NAM), NCIC Number (NIC), Data to be modified OH #21 OH #22
   or
   b. NAM, OCA, Data to be modified

2. Supplemental identifiers cannot be modified, the identifiers must be canceled and reentered.

3. Stolen/Fraudulent identifiers included in a base wanted person record entry cannot be modified, the identifiers must be canceled and reentered. OH #23

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO #4

An NCIC wanted person record modification will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC modification** - indicates to the modifying agency that the record has been successfully modified.
   or
2. **Acknowledgement of NCIC modification and listing of duplicate record(s) already on file*** - indicates to the entering agency that the wanted person record has been successfully modified in NCIC. Duplicate record(s) on file with a different ORI will be furnished in the response.
   additionally
3. The **$.8. Administrative Message** - indicates to the state of registry that a wanted person record is modified with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.**
   or
4. **Reject** - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTES: *IF THE LIT FIELD IN AN EXISTING RECORD IS BLANK, OR IN THE CASE OF MODIFICATIONS, IF THE WANTED PERSON RECORD BEING MODIFIED HAS A BLANK LIT FIELD, THE LIT FIELD IS NOT USED IN THE DUPLICATE RECORD CHECK.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

****REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

D. **Guidelines** IO #5

1. Policy Issues

   a. Wanted Adult and Juvenile Records

      (1) When it is determined that a state will not honor the extradition of a

wanted person, the originating agency must modify the record to include extradition limitations.

(2) Supplemental Stolen/Fraudulent identifiers cannot be modified, the identifiers must be canceled and reentered.

b. Wanted Adult Record

(1) None applicable for a wanted person record modification

c. Wanted Juvenile Record

(1) None applicable for a wanted person record modification

2. General Information

a. Wanted Adult and Juvenile Records

(1) Once the acknowledgement of modification is received, the accuracy of the modification should be checked by a second party. Verification of the record should include assuring that the data in the modification matches the additional or corrected information.

(2) Modification of a wanted person record is restricted to the entering agency.

(3) A wanted person record may be modified to include additional information obtained from the Interstate Identification Index (III) such as additional DOBs, AKAs, SOCs, MNUs, POB, SOCs, and FBI Number.

a. Modification of an NCIC wanted person record entry to add or correct an FBI Number will cause a wanted notice to be posted in the subject's FBI Identification Division record.

(4) A modification message used to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record, except for vehicle and license data.

(5) When a vehicle in a wanted person record is recovered prior to apprehension of the wanted person, a special modification message may be used to remove all vehicular data without identifying each field.

(6) Once a temporary felony warrant record has been entered and a warrant is obtained, the record may be modified to reflect a wanted person record entry or the record may be canceled and reentered.

b. Wanted Adult Record

(1) None applicable for a wanted person record modification

c. Wanted Juvenile Record

(1) None applicable for a wanted person record modification

IX. CLEAR OF NCIC WANTED PERSON RECORD

A. Purpose

IO #2

The purpose of an NCIC wanted person record clear is to remove the individual's record from NCIC.

1. A wanted person record is cleared when:
    - a. The entering agency is the apprehending agency.
      or
    - b. The entering agency is officially advised that another agency has the individual(s) in custody.

B. Requirements

IO #3

1. To clear a wanted person record when the entering agency apprehends the individual(s), the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:
    - a. Name (NAM), NCIC Number (NIC), Date of Apprehension
      or
    - b. Name (NAM), Originating Agency Case Number (OCA), Date of Apprehension

OH #24

2. To clear a wanted person record when another agency apprehends the individual(s), the MKE and ORI must be used in addition to the following fields:
    - a. Name (NAM), NCIC Number (NIC), Date of Apprehension, Apprehending Agency's Identifier, Apprehending Agency's Case Number
      or

b. Name (NAM), Originating Agency Case Number (OCA), Date of Apprehension, Apprehending Agency's Identifier, Apprehending Agency's Case Number

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses

An NCIC wanted person record clear will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC clear** - indicates to the clearing agency that the record has been successfully cleared.
   additionally
2. The **$.8. Administrative Message** - indicates to the state of registry that a wanted person record is cleared with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*

3. **Other Administrative Message**

   a. The **$.P. (Administrative Purge Message)**- indicates to the entering agency that their record has been purged from NCIC. The $.P. Message is generated following the NCIC scheduled purges (first Sunday of each month).
   or

4. **Reject** - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

***REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC

RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. **Guidelines**

1. Policy Issues

    a. Wanted Adult and Juvenile Records

        (1) None applicable for this section

2. General Information

    a. Wanted Adult and Juvenile Records

        (1) A clear of an NCIC wanted person record is restricted to the agency that entered the record.

        (2) The entering agency should clear the record from NCIC after receiving a $.L. Locate Notification.

            (a) If the entering agency does not clear the record, five days after the record has been located, it is suppressed (unavailable unless queried by the NIC Number). After the record is suppressed, it is removed from NCIC during the next NCIC scheduled purges.

            (b) The entering agency is notified with a $.P. administrative message after the record is purged from NCIC.

    b. Wanted Adult Record

        (1) None applicable for a wanted person record clear

    c. Wanted Juvenile Record

        (1) None applicable for a wanted person record clear

X. CANCELLATION OF NCIC WANTED PERSON RECORD

A. Purpose

IO #2

The purpose of an NCIC wanted person record cancellation is to remove an NCIC wanted person record when it is determined that the information contained in the record is invalid or inaccurate.

1. A wanted person record is canceled when the entering agency determines that the basis for a warrant has been dismissed.

2. The entering agency will cancel a wanted person record when it has been determined that no extradition will be made or no decision concerning extradition has been reached.

B. Requirements

IO #3

1. To cancel a wanted person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. Name (NAM), NCIC Number (NIC), Date of Cancellation **OH #25**

   or

   b. Name (NAM), Originating Agency Case Number (OCA), Date of Cancellation

2. To cancel supplemental identifiers, the MKE and ORI must be used in addition to the following fields:

   a. NAM, NIC, Data to be canceled **OH #26**

   or

   b. NAM, OCA, Data to be canceled

3. To cancel Stolen/Fraudulent identifiers, the MKE and ORI must be used in addition to the following fields:

a. Name (NAM), NCIC Number (NIC), Stolen/Fraudulent identifiers(s) to be canceled.
or

b. NAM, OCA, Stolen/Fraudulent identifiers(s) to be canceled.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses

IO #4

An NCIC wanted person record cancellation will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC cancellation** - indicates to the canceling agency that a record has been successfully canceled.
additionally
2. The **$.8. Administrative Message** - indicates to the state of registry that a wanted person record is canceled with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*
or
3. **Reject** - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

***REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

1. Policy Issues
    - a. Wanted Adult and Juvenile Records
        - (1) None applicable for this section
2. General Information
    - a. Wanted Adult and Juvenile Records
        - (1) Cancellation of an NCIC wanted person record is restricted to the agency that entered the record.
        - (2) When a base wanted person record is canceled, all supplemental data is also canceled.
    - b. Wanted Adult Record
        - (1) None applicable for a wanted person record cancellation
    - c. Wanted Juvenile Record
        - (1) None applicable for a wanted person record cancellation

XI. RETENTION PERIOD

A. Wanted person records

1. An NCIC wanted person record will remain in NCIC **indefinitely** or until one of the following occurs: **OH #27**

   a. A second locate (NOEX) is placed.
   or
   b. Five days after a wanted person record is located using EXTR.*
   or
   c. If the expired license plate is the only searchable identifier in the record, the entire record will be purged and the originating agency will not be notified.
   or
   d. The entering agency clears or cancels the record.

B. Temporary felony warrant records

1. An NCIC temporary felony warrant record will remain in NCIC for 48 hours.*

***AFTER THE RECORD IS PURGED FROM FILE, THE ENTERING AGENCY IS NOTIFIED WITH AN ADMINISTRATIVE $.P. MESSAGE.** **OH #28**

XII. CONCLUSION

Accurate, complete, and timely information in a wanted person record may increase your chances of locating or apprehending fugitives.

It is important to remember:

1. The NCIC Wanted Person File contains records on individuals (including a juvenile who will be tried as an adult) for whom a Federal, Felony, or Serious Misdemeanor Warrant is outstanding, the whereabouts of the individual is unknown, and extradition is authorized.
2. The law enforcement community must maintain close liaison to ensure that extradition decisions are immediately available when a wanted person is located.
3. An NCIC wanted person record inquiry will search the following files: Missing Person, U.S. Secret Service Protective, Foreign Fugitive, and the Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon Files.

   If License/Vehicle data is included in the inquiry, the Boat, License Plate, and Vehicle Files will also be searched.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, supplemental, modification, clear, and cancellation of all wanted person records.

INSTRUCTOR'S NOTE: SHOW "NCIC WANTED PERSON FILE" VIDEO (VIDEO PLAYING TIME - 10:22 MINUTES)

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OVERHEAD TRANSPARENCIES (OH)

NATIONAL CRIME INFORMATION CENTER

WANTED PERSON FILE

DEFINITION OF AN NCIC WANTED PERSON FOR NCIC PURPOSES

NCIC DEFINES A WANTED PERSON AS AN INDIVIDUAL (INCLUDING A JUVENILE WHO WILL BE TRIED AS AN ADULT) FOR WHOM A FEDERAL, FELONY, OR SERIOUS MISDEMEANOR WARRANT IS OUTSTANDING, THE WHEREABOUTS OF THE INDIVIDUAL(S) IS UNKNOWN, AND EXTRADITION IS AUTHORIZED.

TWO CATEGORIES OF AN NCIC WANTED PERSON RECORD

- **WANTED ADULT**

- **WANTED JUVENILE**

REQUIREMENTS FOR NCIC WANTED PERSON RECORD INQUIRIES

TO INQUIRE ON A WANTED PERSON RECORD, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO NAME (NAM) AND, ONE OR MORE, OR ALL OF THE FOLLOWING FIELDS:

1. DATE OF BIRTH (DOB)
2. FBI NUMBER (FBI)
3. MISCELLANEOUS NUMBER (MNU)
4. SOCIAL SECURITY NUMBER (SOC)
5. OPERATOR'S LICENSE NUMBER (OLN)
6. LICENSE PLATE NUMBER (LIC)*
7. VEHICLE IDENTIFICATION NUMBER (VIN)*
8. ORIGINATING AGENCY CASE NUMBER (OCA)

*INQUIRIES USING VIN AND/OR LIC CAN BE MADE WITHOUT NAME.

ADDITIONALLY, THE NCIC NUMBER (NIC) CAN BE USED SEPARATELY, BUT MUST PRECEDED BY THE MKE AND ORI.

EXAMPLE OF A POSITIVE RESPONSE

```
ZW. DCFBIWAN1.NAM/POWELL, JOHN.DOB/101256


DCFBIWAN1


MKE/WANTED PERSON - CAUTION
ORI/DCFBIWAN1 NAM/POWELL, JOHN SEX/M RAC/W POB/WY DOB/101256 HGT/600
WGT/185 EYE/BRO HAI/BRO FBI/  9025000 SKN/DRK
SMT/SC R HND FPC/121012C0141159TTCI14 MNU/AS-425083663
SOC/425082345 OLN/425083663 OLS/MD OLY/92
OFF/HOMICIDE - WILLFUL KILL-POL OFF-WEAPON DOW/123191 OCA/TEST
MIS/ARMED AND DANGEROUS--TEST RECORD
ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/ABC1245 LIS/WY LIY/91 LIT/PC
VIN/      2Y27H5L100009 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/RED
NIC/W671278780
```

NCIC WANTED PERSON FILE CROSS SEARCH

- MISSING PERSON
- FOREIGN FUGITIVE
- UNITED STATES SECRET SERVICE PROTECTIVE
- BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON

IF THE RECORD INQUIRY CONTAINS LICENSE/VEHICLE DATA, THE FOLLOWING FILES WILL BE SEARCHED:

- LICENSE PLATE
- VEHICLE
- BOAT

EXAMPLE OF NO RESPONSE

```
ZW.DCFBIWAN1.NAM/COLE, MARY.DOB/010155


====RECV 02:20EST ====

DCFBIWAN1
NO NCIC WANT DOB/010255 NAM/COLE, MARY
```

SOUNDEX

- THE FIRST LETTER OF THE SURNAME IS RETAINED

- THE LETTERS A, E, H, I, O, U, W, AND Y ARE NEVER GIVEN A NUMERIC VALUE

- UP TO FOUR CONSONANTS FOLLOWING THE INITIAL LETTER OF THE SURNAME ARE ASSIGNED NUMERIC VALUES FOR CODING PURPOSES.

CONSONANTS	VALUE
B, F, P, AND V	1
C, G, J, K, Q, S, X, AND Z	2
D AND T	3
L	4
M AND N	5
R	6

- DOUBLE CONSONANTS ARE CODED AS ONE LETTER.

- THE SOUNDEX CODE FOR ALL SURNAMES IS COMPRISED OF THE INITIAL LETTER OF THE SURNAME AND FOUR NUMERIC VALUES FOR EXAMPLE: P4000

- WHEN A SURNAME DOES NOT HAVE ENOUGH CONSONANTS, ZEROS ARE ADDED

NCIC WANTED PERSON RECORD LOCATE REQUIREMENTS

TO LOCATE A WANTED PERSON RECORD, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

1. NAM, NIC, DATE OF APPREHENSION OR LOCATION, APPREHENDING OR LOCATING AGENCY CASE NUMBER, EXTRADITION INFORMATION*

OR

2. NAM, OCA, DATE OF APPREHENSION OR LOCATION, APPREHENDING OR LOCATING AGENCY'S CASE NUMBER, EXTRADITION INFORMATION*

* EXTRADITION (EXTR) OR NO EXTRADITION (NOEX)

```
LW.MDMSP0000.NAM/POWELL, JOHN.NIC/W669179923.121391.12345.EXTR
====RECV 02:00EST ====
MDMSP0000
LOCATED NAM/POWELL, JOHN  NIC/W669179923
```

$.L. (LOCATE NOTIFICATION)

```
$.L.FLO5200E1
LOCATE NOTIFICATION AT 0357 EST 011392.
1L01PWA17008014277.LW.FL0521800.NAM/POWELL, JOHN.
NIC/W671278780.011392.92-00155.NOEX
LOCATING ORI IS TARPON SPRING PD FL

MKE/LOCATED WANTED PERSON - CAUTION
ORI/DCFBIWAN1 NAM/POWELL, JOHN SEX/M RAC/W POB/WY DOB/101256 HGT/600
WGT/185 EYE/BRO HAI/BRO FBI/  9025000 SKN/DRK
SMT/SC R HND FPC/121012C0141159TTCI14 MNU/AS-425083663
SOC/425082345 OLN/425083663 OLS/MD OLY/92
OFF/HOMICIDE - WILLFUL KILL-POL OFF-WEAPON DOW/123191 OCA/TEXT
MIS/ARMED AND DANGEROUS--TEST RECORD
ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/ABC1245 LIS/WY LIY/91 LIT/PC
VIN/      2Y27H5L100009 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/RED
NIC/W671278780
```

NCIC WANTED PERSON RECORD ENTRY CRITERIA

A WANTED PERSON MAY BE ENTERED INTO NCIC WHEN EXTRADITION IS AUTHORIZED, THE WHEREABOUTS OF THE INDIVIDUAL IS UNKNOWN AND ONE OF THE FOLLOWING CRITERIA EXISTS:

1. AN INDIVIDUAL (INCLUDING A JUVENILE WHO WILL BE TRIED AS AN ADULT) FOR WHOM A FEDERAL, FELONY, OR SERIOUS MISDEMEANOR WARRANT IS OUTSTANDING.

2. PROBATION AND PAROLE VIOLATORS MEETING THE CRITERIA IN 1 ABOVE.

3. A JUVENILE WHO HAS BEEN ADJUDGED DELINQUENT AND IS SUBJECT TO THE JURISDICTION OF THE COURT OR JURISDICTION OR SUPERVISION OF AN AGENCY WHO HAS:

    A. ESCAPED FROM AN INSTITUTION
    OR
    B. ABSCONDED WHILE ON PROBATION OR PAROLE

4. JUVENILES WHO HAVE BEEN CHARGED WITH THE COMMISSION OF A DELINQUENT ACT THAT WOULD BE A CRIME IF COMMITTED BY AN ADULT

5. A TEMPORARY FELONY WARRANT RECORD MAY BE ENTERED WHEN AN AGENCY NEEDS TO TAKE PROMPT ACTION TO APPREHEND A PERSON WHO HAS COMMITTED A CRIME OR HAS REASONABLE GROUNDS TO BELIEVE A CRIME HAS BEEN COMMITTED.

NCIC WANTED PERSON RECORD REQUIREMENTS FOR ADULTS

NCIC WANTED PERSON RECORD REQUIREMENTS FOR ADULTS

TO ENTER A WANTED PERSON RECORD, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO ONE OF THE FOLLOWING NUMERIC IDENTIFIERS, I.E., DOB, SOC, FBI, MNU, OLN WITH OLS, OLY, LIC WITH LIS, LIY, LIT, VIN WITH VYR, VMA, VST AND ALL OF THE FOLLOWING FIELDS:

A. NAME (NAM)

B. SEX (SEX)

C. RACE (RAC)

D. HEIGHT (HGT)

E. WEIGHT (WGT)

F. HAIR COLOR (HAI)

G. OFFENSE CODE (OFF)

H. DATE OF WARRANT (DOW)

I. ORIGINATING AGENCY CASE NUMBER (OCA)

NCIC WANTED PERSON RECORD REQUIREMENTS FOR JUVENILES

TO ENTER A WANTED JUVENILE OFFENDER RECORD, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAME (NAM)
B. SEX (SEX)
C. RACE (RAC)
D. DATE OF BIRTH (DOB)
E. DATE OF EMANCIPATION (DOE)
F. HEIGHT (HGT)
G. WEIGHT (WGT)
H. HAIR COLOR (HAI)
I. OFFENSE CODE (OFF)
J. DATE OF VIOLATION (DOV)
K. ORIGINATING AGENCY CASE NUMBER (OCA)

EXAMPLE OF ENTRY ACKNOWLEDGEMENT

```
EW.DCFBIWAN1.POWELL, JOHN.M.W.WY.101156..600.180.BRO.BRO..DRK.SC L
HND...425083663.12347890.WY.91.0908.121391.TEST.TEST RECORD

====RECV 01:57EST ====

DCFBIWAN1
NAM/POWELL, JOHN NIC/W669179923
```

EXAMPLE OF $.J. (EMANCIPATED JUVENILE NOTIFICATION)

```
$.J.DCFBIWAN1

THE INDIVIDUAL OF YOUR RECORD NIC/W671296884

OCA/     TEST HAS BECOME EMANCIPATED.  PLEASE

CHECK YOUR STATE LAWS REGARDING APPROPRIATE

ACTION.


MKE/WANTED-EMANCIPATED JUVENILE DELINQUENT-CHARGED

ORI/DCFBIWAN1 NAM/SMITH, JOHN SEX/M RAC/B POB/WY DOB/010174 DOE/010192

HGT/509 WGT/170 EYE/BRO HAI/BRO SKN/DRK

SMT/SC R HND SOC/425085555 OLN/1256789 OLS/WY OLY/91

OFF/HOMICIDE - WILLFUL KIL-POL OFF-WEAPON DOV/123191 OCA/TEST

MIS/TEST RECORD

NIC/W671296884
```

ITEMS TO INCLUDE IN THE MIS FIELD

ITEMS THAT MUST BE ENTERED INTO THE MIS FIELD

- EXPLANATION OF CAUTION INDICATOR

- EXPLANATION OF FREE TEXT OFFENSE CODES

ITEMS THAT SHOULD BE ENTERED INTO THE MIS FIELD

- EXTRADITION LIMITATIONS
- NOTIFY ORI OF ALL HITS (NOAH)
- SEND IDENTIFICATION RECORD (SIR)
- OTHER DESCRIPTIVE INFORMATION

NCIC WANTED PERSON RECORD SUPPLEMENTAL RECORD ENTRY REQUIREMENTS

TO ENTER A WANTED PERSON RECORD WITH SUPPLEMENTAL IDENTIFIERS, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC
OR
B. NAM, OCA
AND ONE OR MORE OR ALL OF THE FOLLOWING:
C. ALIAS (AKA)
OR
D. DATE OF BIRTH (DOB)
OR
E. SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS, E.G., MEDICAL CONDITIONS
OR
F. MISCELLANEOUS NUMBER (MNU)
OR
G. SOCIAL SECURITY NUMBER (SOC)
OR
H. OPERATOR'S LICENSE NUMBER (OLN)
OR
I. LICENSE PLATE NUMBER (LIC)
OR
J. VEHICLE IDENTIFICATION NUMBER (VIN)

NCIC WANTED PERSON RECORD REQUIREMENTS FOR STOLEN/FRAUDULENT (S/F) IDENTIFIERS

THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED TO ENTER STOLEN/FRAUDULENT IDENTIFIERS IN ADDITION TO ONE OR MORE, OR ALL OF THE FOLLOWING FIELDS:

A. 99 - S/F NAME (NAM)

B. 9 - S/F DATE OF BIRTH (DOB)

C. 9 - S/F SOCIAL SECURITY NUMBER (SOC)

D. 9 - S/F MISCELLANEOUS NUMBER (MNU)

E. 9 - S/F OPERATOR'S LICENSE NUMBER (OLN)
S/F OPERATOR'S LICENSE STATE (OLS)
S/F OPERATOR'S LICENSE YEAR OF EXPIRATION (OLY)

STOLEN/FRAUDULENT IDENTIFIERS

```
1L01HEADER.QW.DCFBIWAN1.NAM/TEST, TOM.DOB/100231
1L01HEADER
DCFBIWAN1
* * * * *
WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD
NIC/W146203706 IS KNOWN TO USE THE FOLLOWING STOLEN
OR FRAUDULENT (S/F) IDENTIFICATION DOCUMENTS.  USE CAUTION
IN VERIFYING THE IDENTITY OF THIS PERSON.
S/F NAM/DEER, JIM
S/F DOB/101241
S/F SOC/475001249
S/F MNU/AF-181436A6
S/F OLN/86311459XA1
* * * * *
MKE/WANTED PERSON - CAUTION
ORI/DCFBIWAN1 NAM/TEST, TOM T SEX/M RAC/W POB/TX
DOB/100231 HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND FPC/121011C0141159TTCI13 MNU/AS-374135XT49
SOC/237501234 OLN/34862561 OLS/DC OLY/84
OFF/ROBBERY - BUSINESS-GUN DOW/120182 OCA/TEST
MIS/ARMED AND DANGEROUS--TEST RECORD
ORI IS ANY CITY PD DC
LIC/ABC123 LIS/DC LIY/85 LIT/PC
VIN/   2Y2H5L100009 VYR/75 VMA/PONT
VMO/VEN VST/2D VCO/BLU
```

STOLEN/FRAUDULENT IDENTIFIERS CONTINUED

DOB/091252
SMT/CAUL L EAR TAT R ARM
LIC/ ABC654 MD 83 PC
LIC/ DEF987 MD 83 PC
VIN/ 3J57K5D112345 75 OLDS CUT 2T BLU
AKA/BUCK, ROBERT
AKA/REID, JOHN
NIC/W146203706
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

NCIC WANTED PERSON RECORD MODIFICATION REQUIREMENTS

TO MODIFY A WANTED PERSON RECORD, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC, DATA TO BE MODIFIED
OR
B. NAM, OCA, DATA TO BE MODIFIED

```
ZW.DCFBIWAN1.NAM/POWELL, JOHN.DOB/101156

====RECV 01:58EST ====

DCFBIWAN1
MKE/WANTED PERSON
ORI/DCFBIWAN1 NAM/POWELL, JOHN SEX/M RAC/W POB/WY DOB/101156 HGT/600
WGT/180 EYE/BRO HAI/BRO SKN/DRK
SMT/SC L HND SOC/425063963 OLN/12347890 OLS/WY OLY/91
OFF/HOMICIDE - WILLFUL KILL-POL OFF-WEAPON DOW/121391 OCA/TEST
MIS/TEST RECORD
ORI IS FBI HEADQUARTERS WASHINGTON DC
NIC/W669179923
```

NCIC WANTED PERSON RECORD MODIFICATION REQUIREMENTS
CONTINUED

```
MW.DCFBIWAN1.NAM/POWELL, JOHN.NIC/W669179923.DOB/101256

====RECV 01:59EST ====

DCFBIWAN1
MODIFY NAM/POWELL, JOHN  NIC/W669179923

ZW.DCFBIWAN1.NAM/POWELL, JOHN.DOB/101256
====RECV 01:59EST====
DCFBIWAN1
MKE/WANTED PERSON
ORI/DCFBIWAN1 NAM/POWELL, JOHN SEX/M RAC/W POB/WY DOB/101256 HGT/600
WGT/180 EYE/BRO HAI/BRO SKN/DRK
SMT/SC L HND SOC/425063963 OLN/12347890 OLS/WY OLY/91
OFF/HOMICIDE - WILLFUL KILL-POL OFF-WEAPON DOW/121391 OCA/TEST
MIS/TEST RECORD
ORI IS FBI HEADQUARTERS WASHINGTON DC
NIC/W669179923
```

NCIC STOLEN/FRAUDULENT RECORD IDENTIFIERS MODIFICATION REQUIREMENTS

- STOLEN/FRAUDULENT IDENTIFIERS INCLUDED IN A BASE WANTED PERSON RECORD ENTRY CANNOT BE MODIFIED, THE IDENTIFIERS MUST BE CANCELED AND REENTERED.

NCIC WANTED PERSON RECORD CLEAR REQUIREMENTS

TO CLEAR A WANTED PERSON RECORD WHEN THE ENTERING AGENCY APPREHENDS THE INDIVIDUAL(S), THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC, DATE OF APPREHENSION
OR
B. NAM, OCA, DATE OF APPREHENSION

TO CLEAR A WANTED PERSON RECORD WHEN ANOTHER AGENCY APPREHENDS THE INDIVIDUAL(S), THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC, DATE OF APPREHENSION, APPREHENDING AGENCY'S IDENTIFIER, APPREHENDING AGENCY'S CASE NUMBER
OR
B. NAM, OCA, DATE OF APPREHENSION, APPREHENDING AGENCY'S IDENTIFIER, APPREHENDING AGENCY'S CASE NUMBER

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CW.DCFBIWAN1.NAM/POWELL, JOHN.NIC/W669179923.123191
====RECV 02:01EST ====
DCFBIWAN1
CANCEL NAM/POWELL, JOHN NIC/W669179923
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NCIC WANTED PERSON RECORD CANCELLATION REQUIREMENTS

TO CANCEL A WANTED PERSON RECORD, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC, DATE OF CANCELLATION
OR
B. NAM, OCA, DATE OF CANCELLATION

TO CANCEL SUPPLEMENTAL IDENTIFIERS, THE MKE AND ORI MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC, DATA TO BE CANCELED
OR
B. NAM, OCA, DATA TO BE CANCELED

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XW.DCFBIWAN1.NAM/POWELL, JOHN.NIC/W669179923.121391
====RECV 02:01EST ====

DCFBIWAN1
CANCEL NAM/POWELL, JOHN NIC/W669179923
```

NCIC STOLEN/FRAUDULENT RECORD IDENTIFIERS CANCELLATION REQUIREMENTS

TO CANCEL STOLEN/FRAUDULENT IDENTIFIERS, THE MESSAGE KEY (MKE) AND ORIGINATING AGENCY IDENTIFIER (ORI) MUST BE USED IN ADDITION TO THE FOLLOWING FIELDS:

A. NAM, NIC, STOLEN/FRAUDULENT IDENTIFIER(S) TO BE CANCELED

OR

B. NAM, OCA, STOLEN/FRAUDULENT IDENTIFIER(S) TO BE CANCELED

NCIC WANTED PERSON RECORD RETENTION PERIOD

A. WANTED PERSON RECORDS

AN NCIC WANTED PERSON RECORD REMAINS IN NCIC INDEFINITELY OR UNTIL ONE OF THE FOLLOWING OCCURS:

1. A SECOND LOCATE (NOEX) IS PLACED
2. THE LOCATED RECORD INDICATES EXTRADITION (EXTR) FIVE DAYS LATER*
3. IF THE EXPIRED LICENSE PLATE IS THE ONLY SEARCHABLE IDENTIFIER IN THE RECORD, THE ENTIRE RECORD WILL BE PURGED AND THE ORIGINATING AGENCY WILL NOT BE NOTIFIED.
4. THE ENTERING AGENCY CLEARS OR CANCEL THE RECORD

B. TEMPORARY FELONY WARRANTS

1. A TEMPORARY FELONY WARRANT RECORD WILL REMAIN IN NCIC FOR 48 HOURS*

*$.P. ADMINISTRATIVE MESSAGE

EXAMPLE OF $.P. (ADMINISTRATIVE PURGED MESSAGE)

```
$.P. DCFBIWAN1

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO EXPIRATION OF
THE RETENTION PERIOD.


MKE/WANTED PERSON - TEMPORARY FELONY
ORI/DCFBIWAN1 NAM/RICHARDSON, SHAWN SEX/M RAC/W POB/WY
DOB/050471 HGT/505 WGT/175 EYE/BRO HAI/BLK
SOC/425083333 OFF/MILITARY DESERTION DOW/011492 OCA/TEST
MIS/RICHARDSON IS A DESERTER FROM THE US AIR FORCE AT MT AFBID TAKE INTO CUSTODY
AND NOTIFY NEAREST MILITARY BASE
LIC/  E28390 LIS/ID LIY/92 LIT/PC
VYR/88 VMA/MAZD VMO/323 VST/4D VCO/RED
NIC/W671221633
```

HANDOUT MATERIALS (HD)

NCIC FILE REFERENCE CARD

1. AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- Records for stolen, weapons.
- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- Records for stolen license plates.

Missing Person File

- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- Records for unidentified deceased persons.
- Records for persons of any age who are living and unable to ascertain his/her identity.
- Records for unidentified catastrophe victims.
- Records for body parts.

U.S. Secret Service (USSS) Protective File

- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- Records for stolen vehicles.
- Records for vehicles involved in the commission of a crime (felony vehicle).
- Records for stolen component parts.

Wanted Person File

- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- Records for probation and parole violators.
- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

Federal Bureau of Investigation
National Crime Information Center (NCIC)

Extradition of Wanted Persons and The National Crime Information Center

June 1, 1983

For Official Use Only

WPF-HD #2

The National Crime Information Center (NCIC) is a nationwide computerized information system established as a service to the criminal justice community. It is a telecommunications network linking local, state, and Federal criminal justice agencies in the fifty states, the District of Columbia, the Commonwealth of Puerto Rico, Canada, and the U.S. Virgin Islands to a central computer at FBI Headquarters in Washington, D.C. The FBI, as manager of the NCIC System, helps to maintain the accuracy, timeliness, and completeness of the computerized filing system of documented criminal justice information by applying certain administrative procedures and controls. The records are entered by the agency responsible for the source document; i.e., the warrant, missing person's report or theft report. The files of NCIC contain records on stolen and felony vehicles and vehicle parts; stolen license plates; stolen boats and boat parts; stolen and recovered guns; stolen articles such as televisions, radios, and office equipment; stolen, embezzled, and counterfeited securities; missing persons; and wanted persons.

The following criteria exist for entry in the Wanted Person File:

1. An individual for whom a Federal warrant is outstanding.

2. An individual for whom a felony or serious misdemeanor warrant is outstanding.

3. Probation and parole violators.

4. Any juvenile meeting the criteria in number 1 or 2 above may be entered provided he/she will be tried as an adult for the charges against him/her.

5. A temporary felony warrant when a law enforcement agency needs to take prompt action to apprehend a person who has committed, or the officer has reasonable grounds to believe has committed, a felony.

NCIC policy states that before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, that extradition will be authorized if the individual is located in another state. For NCIC purposes, extradition is the surrender by one state to another of an individual charged or convicted of an offense outside its own territory and within the territorial jurisdiction of the other. If at the time of entry there is a limitation concerning extradition of the wanted person (e.g., will only extradite if located within

1,000 miles), such information must be placed in the record entry. If at some future time the entering agency learns that the individual definitely will not be extradited, the NCIC record must be canceled. In instances where an agency is absolutely certain that the wanted person will not be extradited, NCIC policy requires that the individual's record must not be entered in NCIC. A firm commitment by a prosecutor or specific guidelines on when and under what circumstances extradition will be authorized would aid in assuring that the wanted person is not unnecessarily detained as a result of the entry in the NCIC System.

NCIC users are instructed that when an NCIC inquiry on an individual generates a positive response (hit), the inquiring agency must immediately confirm the hit with the agency maintaining the record in the System. Confirming a hit on an NCIC wanted person record means the agency receiving the hit must check with the agency identified as the source of the record to verify that the warrant is still outstanding and the person inquired upon is identical with the subject of the warrant, and to obtain extradition information.

The validity of the above policy is highlighted in the case of Maney v. Ratcliff, United States District Court, E. D. Wisconsin, 9/3/75, 399 F. Supp. 760 (copy attached). In this case, the court refused to dismiss a civil rights suit brought against a state prosecutor who, with others, allowed an entry naming the plaintiff as a fugitive from justice to remain in NCIC after a decision was made not to extradite. The court found that while the decision not to extradite was quasi-judicial and thus covered by immunity, the prosecutor's conduct in leaving the entry in NCIC *after a decision had been made not to extradite* was not. The decision in this case highlights reasons why NCIC policy is in existence and a need for awareness of and attention to decisions pertaining to extradition. Firm decisions regarding extradition at the time of issuance of a warrant can avoid similar legal action. Likewise, subsequent changes in decisions regarding extradition should be immediately reflected in the NCIC. Such action will minimize exposure to legal liability and avoid detriment to one of the criminal justice community's most effective crime-fighting tools.

In view of the fact that NCIC is used on a 24-hour-a-day basis, the law enforcement community and prosecutors must maintain close liaison to ensure that extradition decisions are immediately available when a wanted person is located.

UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF WISCONSIN

RONALD LEE MANEY,

Plaintiff,

v.

RUDOLPH E. RATCLIFF, OSSIE BROWN,
JOHN WELBORN, and RICHARD CHAFFIN

Defendants.

This is an action challenging the defendants' use of the Federal Bureau of Investigation's National Crime Information Center (NCIC) to locate and detain plaintiff so that he could be extradited to Louisiana. The complaint is based on 42 U.S.C. § 1983, and subject matter jurisdiction is present under 28 U.S.C. § 1343. Various types of injunctive relief are requested, as well as both compensatory and punitive damages. Plaintiff Ronald Lee Maney has filed a motion for a temporary restraining order. All the defendants have moved to dismiss for improper venue, Rule 12(b)(3), Federal Rules of Civil Procedure, and for lack of personal jurisdiction, Rule 12(b)(2). Defendants Brown and Chaffin have further asserted that the complaint fails to state a claim as to them, Rule 12(b)(6).

I.

The verified complaint states that plaintiff Ronald Lee Maney is a resident of the City of West Allis, Wisconsin, which is located within the Eastern District of Wisconsin. Defendants Rudolph E. Ratcliff and John Welborn are identified, respectively, as the Chief of Police of Baton Rouge, Louisiana, and a police officer for the Baton Rouge Police Department. Defendant Ossie Brown is the District Attorney for East Baton Rouge Parish, and defendant Richard Chaffin is identified as an Assistant District Attorney. It is alleged that all the defendants, at least in their official capacities, reside in Baton Rouge, Louisiana. Portions of paragraphs IV, V, and VI of the complaint provide:

> IV - "In April, 1974, the plaintiff * * * was arrested by City of Milwaukee Police for a minor traffic violation. Standard procedure requires a check of the NCIC System to see if the person who is under arrest is wanted by any other jurisdictions * * *. As a result of the NCIC check, it was found that Ronald Lee Maney was wanted by the authorities in Baton Rouge, Louisiana, for a felony narcotics charge. * * * Maney, was allowed to contact and retain * * * David A. Melnick * * * who appeared in Assistant District Attorney William Gardner's office the following day after the arrest. * * * Gardner indicated the procedure he would follow since Ronald Lee Maney would not waive extradition, that procedure being since the charges were rather vague he, * * * Gardner, would write to the authorities in Baton Rouge, Louisiana, requesting that they immediately forward the paper work so that the process of extradition could begin. At that time * * * Gardner

set the matter down for two weeks to again appear in his office. Two weeks later, * * * Maney and his attorney * * * appeared in * * * Gardner's office at which time Mr. Gardner indicated the paper work had still not arrived and put the matter over for another two weeks indicating that if by that date nothing had come from Baton Rouge, Louisiana, he would release Ronald Lee Maney and decline prosecution. Two more weeks passed and Mr. Garnder [sic] released Ronald Lee Maney from prosecution."

V - "In October, 1974, Ronald Lee Maney, was arrested by West Allis Police, in a matter dealing with registration of an automobile. Once again, the * * * police discovered by NCIC entry with regard to Ronald Lee Maney, indicating that he was a fugitive from justice. The * * * police allowed Ronald Lee Maney to make a telephone call whereupon he called his attorney * * * who discussed the matter with the police on the telephone and further discussed this matter with Lieutenant Schwigle * * *. Lieutenant Schwigle indicated to Attorney Melnick that he had called down to Baton Rouge, Louisiana, after hearing what happened to Mr. Maney the first time with the Milwaukee Police Department. Lieutenant Schwigle indicated he talked with a policeman named McMillan who indicated that Sgt. John Welborn, of the Baton Rouge, Louisiana Police Department, was in charge of the case and would call Lieutenant Schwigle back. At approximately 9:00 o'clock P.M., October 22, 1974, Sgt. Welborn called Lieutenant Schwigle and indicated that Assistant District Attorney Richard Chaffin, of the Baton Rouge, Louisiana District Attorney's Office, was the prosecutor and had told Sgt. Welborn that they did not have enough evidence to extradite in April, 1974, but did discover evidence since April, 1974, and therefore they would extradite at this time. Whereupon Ronald Lee Maney was once again brought before Assistant District Attorney William Gardner who after reviewing all events in the matter called down to the District Attorney's office in Baton Rouge, Louisiana, in the presence of Mr. Maney, Mr. Melnick and two police officers from the West Allis, Wisconsin, police department. The Baton Rouge, Louisiana District Attorney's office indicated at that time that they did want Mr. Maney and that they would forward the paper work necessary to proceed on the extradition. Based upon that representation,

> Mr. Gardner did issue the necessary process and Mr. Maney was brought before the County Court of Milwaukee County, Wisconsin, whereupon the matter was adjourned thirty days pursuant to Statute, awaiting the necessary information and paper work from the authorities in Baton Rouge, Louisiana. Thirty days later Ronald Lee Maney and his attorney, David A. Melnick, appeared before the Honorable Carl E. Bjork, who after hearing that once again Baton Rouge, Louisiana, authorities failed to forward any materials whatsoever, with regard to the case against Ronald Lee Maney, dismissed the case immediately and released Mr. Maney from custody."
>
> VI - "On December 31, 1974, Attorney David A. Melnick, received a telephone call from Mr. Maney indicating that he had been once again arrested on the basis of the NCIC entry that he was a fugitive from justice, this time in Plattsburgh, New York, which is the jurisdiction located nearest to the United States-Canadian border. According to the Plattsburgh Police, Mr. Maney had been arrested after his name was checked on the computer at the port of entry and it showed that he was wanted by the Baton Rouge, Louisiana, police department and was a fugitive from justice. Mr. Maney is being once again held in the Plattsburgh jail, awaiting the thirty-day period to have the Baton Rouge, Louisiana, police forward the necessary papers for extradition. Ronald Lee Maney has informed his attorney that he does not have any money to post bail and if he remains in jail away from work he will lose his job."

Following the filing of this action, plaintiff's attorney telephoned Ava Assapouriam, the District Attorney for Clinton County, New York. Assapouriam indicated that he had been holding plaintiff in the Plattsburgh jail as a fugitive from justice based on the Louisiana NCIC entry, but that defendant Chaffin had been telephoned and had indicated that extradition papers would not be forwarded. In light of this, Assapouriam did not file formal charges against plaintiff and released him on January 2, 1975.

A hearing was held on plaintiff's motion for a temporary restraining order on February 18, 1975. At the hearing, defendants Brown and Chaffin filed documents which had been submitted to the Governor of Louisiana, asking that he request the extradition of plaintiff from Wisconsin. Those documents included a copy of an arrest warrant and affidavit dated May 16, 1973, in which it was charged that Ronald Maney had feloniously distributed one ounce of marijuana on February 11, 1973, in violation of L.R.S. 40:966(A).

II.

Since there is no special venue statute for civil rights actions, 28 U.S.C. § 1391(b) controls and reads as follows:

> "A civil action wherein jurisdiction is not founded solely on diversity of citizenship may be brought only in the judicial district where all defendants reside, or in which the claim arose, except as otherwise provided by law."

As none of the defendants reside in this district, venue is proper only if plaintiff's claim can be said to have arisen in the Eastern District of Wisconsin. Jones v. Bales, 58 F.R.D. 453 (N.D. Ga. 1972).

The complaint details that on three occasions--in April, October, and December of 1974--plaintiff was arrested and detained by police officers on the strength of the NCIC entry originating from Baton Rouge authorities. With respect to each occasion, it is further alleged that the defendants failed to forward any of the papers necessary for extradition of plaintiff. Each of the three instances constitutes a separable claim of a violation of plaintiff's right to be free from unreasonable police and prosecutorial conduct. It is reasonable, therefore, to consider where each of the three claims can be said to have arisen in order to determine whether venue is proper in this judicial district for any of them.

As used in 28 U.S.C. § 1391(b), "claim" means "the aggregate of operative facts giving rise to a right enforceable in the courts * * *." Ryan v. Glenn, 52 F.R.D. 185, 192 (N.D. Miss. 1971). See, Original Ballet Russe v. Ballet Theatre, 133 F.2d 187 (2d Cir. 1943); 1 Moore's Federal Practice, ¶ 0.142[5.-2], at 1423-1435 (2d ed. 1974). The operative facts of each of plaintiff's three claims include the presence of the Baton Rouge NCIC entry, an arrest and detention based on the entry, and the subsequent failure of the Baton Rouge authorities to forward extradition papers. While the defendants' alleged acts and omissions occurred in Louisiana, the arrests and detentions occurred in Wisconsin and New York. These injuries are part of the claims plaintiff seeks to litigate.

Section 1983 actions which contain allegations of constitutional deprivations caused by unlawful arrests and seizures are analogous to tort actions for false arrest and imprisonment. See, Monroe v. Pape, 365 U.S. 167 (1961). Since § 1983 should be read against a background of tort law liability, Pierson v. Ray, 386 U.S. 547, 556-557 (1967); Monroe v. Pape, supra, at 187, law governing where tort law claims arise is highly relevant for determining where claims under § 1983 should be ruled to have arisen. The traditional rule is that the claim or cause of action arises where the injury occurs, since until there is an injury an essential element of the cause of action is missing. See, Miller v. Cousins Properties, Inc., 378 F.Supp. 711 (D.Vt. 1974); Philadelphia Housing Authority v. American Radiator & Standard Sanitary Corp., 291 F.Supp. 252, 260 (E.D. Pa. 1968); Rosen v. Savant Instruments, Inc., 264 F.Supp. 232 (E.D. N.Y. 1967). Under the traditional tort law rule, therefore, plaintiff's first two claims, arising out of events in April and October, arose in Wisconsin, while the third claim arose in New York.

Venue for the first two claims is properly laid in this district, since many of the operative facts giving rise to the claims occurred here. Jimenez v. Pierce, 315 F.Supp. 365 (S.D. N.Y. 1970). The third claim, relating to events in New York in late December and early January, did not arise in this district and venue is therefore improper. Although transfer of that claim to an appropriate district in New York or Louisiana under 28 U.S.C. § 1404 would be permissible, at the hearing plaintiff indicated that he wished the third claim dismissed. Defendants' motion to dismiss for improper venue must, therefore, be denied as to the first two claims and granted as to the third claim.

III.

All the defendants have filed motions to dismiss for lack of personal jurisdiction. Plaintiff has responded with the assertion that Wisconsin's long-arm statute is sufficient to furnish personal jurisdiction. Consideration of these motions requires, first, a decision on whether the long-arm statute can be applicable in an action of this nature, and, secondly, whether the conduct of the defendants is sufficient to bring them within the long-arm statute.

A. Applicability of Wisconsin's Long-Arm Statute

Under Rule 4(d)(7), and Rule 4(e), Federal Rules of Civil Procedure, state long-arm statutes are incorporated into the federal rules, thereby making it the duty of a federal court to apply the long-arm statute of the state in which it sits. Kirchen v. Orth, 390 F.Supp. 313 (E.D. Wis. 1975). Plaintiff has contended that § 262.05(4), Wis. Stats. (1973) (local injury; foreign act), is applicable.

Defendants' position that the long-arm statute is inapplicable is based on their contentions that the statute was not intended to apply to the use of the NCIC System by police and prosecutors, and that the "contacts" with Wisconsin were initiated for the purpose of enforcing Louisiana's criminal laws rather than for the defendants' economic self-benefit.

This position must be rejected. Although the Wisconsin legislature may not have contemplated the application of the long-arm statute to the facts alleged in this action, in the absence of any statutory provision or legislative history forbidding the statute's application, and so long as the facts are within the statute's language, the novelty of the factual situation is not a sufficient basis for ruling that the long-arm statute is inapplicable. Moreover, nothing in the long-arm statute makes the motive for a defendant's activities determinative of the statute's application. If the defendants' actions fall within the language of the long-arm statute, and if they constitute sufficient "minimum contacts * * * such that the maintenance of the suit does not offend 'traditional notions of fair play and substantial justice,'" International Shoe Co. v. State of Washington, 326 U.S. 310, 316 (1945), then personal jurisdiction may be exercised over them.

B. Jurisdiction Over Defendants

Section 262.05(4), Wis. Stats. (1973), provides:

> "A court of this state having jurisdiction of the subject matter has jurisdiction over a person served in an action pursuant to s. 262.06 under any of the following circumstances:
>
> * * * * *
>
> "(4) Local injury; foreign act. In any action claiming injury to person or property within this state arising out of an act or omission outside this state by the defendant, provided in addition that at the time of the injury either:
>
> "(a) Solicitation or service activities were carried on within this state by or on behalf of the defendant; or
>
> "(b) Products, materials or things processed, serviced or manufactured by the defendant were used or consumed within this state in the ordinary course of trade."

Since the Wisconsin court has not authoritatively construed § 262.05(4), the revision notes of G. W. Foster, Jr., contained in the pocket part of 30 W.S.A., are relevant here. McCalla v. A. J. Industries, Inc., 352 F.Supp. 544 (E.D. Wis. 1973); McPhee v. Simonds Saw and Steel Co., 294 F.Supp. 779 (W.D. Wis. 1969); Pavalon v. Fishman, 30 Wis.2d 228, 140 N.W.2d 263 (1966); Flambeau Plastics Corp. v. King Bee Mfg. Co., 24 Wis.2d 459, 129 N.W.2d 237 (1964). At page 42 of the notes, Foster states that under § 262.05(4)--

> "Three jurisdictional facts are required by this subsection: (i) an act or omission outside the state by the defendant or his agent; (ii) an injury to person or property within the state which is claimed to arise out of the foreign act or omission; and (iii) some additional contact, not necessarily related to the injury sued on, which links the defendant to the state."

Of the three requisites set forth by Foster, the second--an injury to person--is present here. The verified allegations that plaintiff was twice arrested and held on the strength of the Baton Rouge NCIC entry are sufficient to establish the "local injury."

The first requisite--"an act or omission outside the state by the defendant or his agent"--is also present. While District Attorney Brown and Chief of Police Ratcliff have argued that the complaint alleges no conduct by them, under Wisconsin law personal jurisdiction can be acquired over a principal for the acts of his agents. See, § 262.03(3), Wis. Stats. (1973); Pavalon v. Fishman, supra. There has been no contention that the NCIC request was not initially entered by agents of defendant Ratcliff, nor that defendant Brown and his agents were not responsible for taking the request off. In light of this, defendants Ratcliff and Brown may properly be held responsible for the acts and omissions of their agents and employees.

The third requirement--"some additional contact, not necessarily related to the injury sued on, which links the defendant to the state"--is intended to embody the statute's requirement of "[s]olicitation or service activities * * * carried on within this state by or on behalf of the defendant. § 262.05 (4)(a), Wis. Stats. (1973). The following facts are sufficient to satisfy this requirement: (1) the continuous solicitation of plaintiff's arrest by means of the NCIC; (2) Welborn's October 22 telephone call to Lieutenant Schwigle of the West Allis police; (3) the representation made by the District Attorney's office to Assistant District Attorney William Gardner that extradition was desired and that the necessary papers would be sent; and (4) a telegram sent by Welborn to the West Allis police on October 22 requesting that plaintiff be arrested and Welborn notified when this was accomplished.

In Hanson v. Denckla, 357 U.S. 235, 253 (1958), the Court emphasized that the exercise of personal jurisdiction over nonresident defendants was limited by the principle that "* * * it is essential in each case that there be some act by which the defendant purposefully avails itself of the privilege of conducting activities within the forum State, thus invoking the benefits and protections of its laws." The conduct of the agents of defendants Ratcliff and Brown was a sufficient invocation of Wisconsin law to make exercise of personal jurisdiction over them permissible.

Personal jurisdiction also exists over defendants Chaffin and Welborn under the long-arm statute. The verified complaint, together with the affidavits of Chaffin and Schwigle, make it evident that Chaffin was the Assistant District Attorney in charge of narcotics cases. Further, Chaffin's message that the District Attorney's office desired to have plaintiff extradited resulted in plaintiff being held by the West Allis police and ultimately prosecuted as a fugitive from justice under § 976.03(13), Wis. Stats. (1973). Defendant Welborn not only telephoned Schwigle and relayed Chaffin's message, but also sent the telegram which was attached to the criminal complaint by which plaintiff was charged.

The requirements of § 262.05(4) are satisfied in this action, and denial of defendants' motions to dismiss will not infringe their rights to due process. Hanson v. Denckla, supra.

IV.

Defendants Brown and Chaffin have moved to dismiss the complaint for failure to state a claim, Rule 12(b)(6), F.R.Civ.P., both of them asserting prosecutorial immunity and defendant Brown contending that the complaint fails to allege any conduct by him.

Immunity from damages in an action under § 1983 has been established by the Supreme Court with respect to legislators, Tenney v. Brandhove, 341 U.S. 367 (1951); judges, Pierson v. Ray, 386 U.S. 547 (1967); state executive officers, Scheuer v. Rhodes, 416 U.S. 232 (1974); and school board members, Wood v. Strickland, 420 U.S. 308 (1975). The considerations giving rise to these immunity doctrines are that a public official who exercises discretion should not have to fear personal monetary liability for his errors, and that fear of having to defend damage actions and of being held liable in damages would deter qualified persons from seeking and accepting public office.

Although the Supreme Court has not as yet dealt with the question of prosecutorial immunity in § 1983 actions, the rule in this circuit is that prosecutors do enjoy an immunity from damages. *Hampton v. City of Chicago*, 484 F.2d 602 (7th Cir. 1973), cert. denied, 415 U.S. 917 (1974). While the motive of a prosecutor is irrelevant in determining the scope of his immunity, *Hampton v. City of Chicago*, supra, at 608, the immunity only extends to conduct which can be "described as 'quasi-judicial' as opposed to investigatory activities normally performed by laymen, such as police officers." *Hampton v. City of Chicago*, supra, at 608. Thus, in *Hampton*, the Court held that planning and executing a raid was not conduct with the prosecutor's "quasi-judicial" role, and that the defendant prosecutors had no immunity from damages. By contrast, in *Tyler v. Witkowski*, 511 F.2d 449 (7th Cir. 1975), the prosecutor's conduct of deciding whether to drop a charge because of insufficient evidence was held to be conduct within the "quasi-judicial" prosecutorial function. Similarly, *Boyd v. Adams*, 513 F.2d 83 (7th Cir. 1975), held that dismissing a criminal charge in return for a release of liability was conduct covered by the defendants' prosecutorial immunity. Boyd further held that prosecutors enjoy no immunity whatsoever from injunctive relief.

Defendant Chaffin has contended that the decision whether to extradite is within the traditional prosecutorial function, since it is based on a discretionary balancing of considerations such as the expense involved, the severity of the crime, availability of witnesses, the merits of the case, and the like. While the decision of whether to extradite is within the "quasi-judicial" function of a prosecutor, the complaint here can fairly be read to allege that this decision was made in April, 1974, after Assistant District Attorney William Gardner wrote the Baton Rouge authorities and requested that they forward the paperwork. After deciding not to extradite, the NCIC entry was, nevertheless, left on the System, resulting in the arrest of plaintiff in October. The conduct of leaving the entry on the NCIC System after having decided not to extradite plaintiff is not within the prosecutorial function and is outside the scope of prosecutorial immunity. Hampton v. City of Chicago, supra. At this stage of the action, all of the conduct which may be attributed to defendant Chaffin cannot be held to be cloaked by the immunity doctrine, and his claim of prosecutorial immunity must be rejected.

In Adams v. Pate, 445 F.2d 105, 107 n. 2 (7th Cir. 1971), the Court stated:

> "Where monetary damages, as distinguished from equitable relief, is sought under the provisions of the Civil Rights Act the doctrine of respondeat superior does not apply; personal involvement of the defendant is required. [Citation omitted.]" (Emphasis added.)

See, Wood v. Breier, 66 F.R.D. 8, 10-11 (E.D. Wis. 1975). The complaint herein contains no allegations of personal involvement by defendant Brown. Indeed, his name appears only in the caption of the complaint. Adams, therefore, requires a dismissal of the complaint against defendant Brown insofar as it seeks damages from him.

V.

Plaintiff's motion seeks to have the Court order that during the pendency of this action, the defendants, together with their agents, servants, employers, and employees, are (1) restrained from prosecuting any action which led to the NCIC entry concerning plaintiff, and (2) are required to take the fugitive from justice entry off the NCIC. The motion, denominated as "Motion for Temporary Restraining Order," was filed on January 3, 1975. On January 14, 1975, the Court mailed a notice which scheduled a hearing on the motion for February 18, 1975, and required any opposing party to file an answering brief by February 5, 1975. The defendants thereafter filed the motions to dismiss discussed above, but did not file any briefs specifically addressing the issue of whether plaintiff's motion should be granted. Moreover, after the hearing, no defendant filed any briefs opposing plaintiff's motion. However, the statements of the defendants' attorneys made at the February 18 hearing indicated that the defendants had not consented to plaintiff's motion being granted.

Although the motion is captioned "Motion for Temporary Restraining Order," the requested order would be of indefinite and potentially unlimited duration. Since defendants have had a full opportunity to be heard and to submit briefs and affidavits in opposition, no harm will befall them by treating plaintiff's motion as one for a preliminary injunction. Sampson v. Murray, 415 U.S. 61, 84-88 (1974).

A. Mootness

An initial problem that must be dealt with is whether the request for an order taking the NCIC entry off has become moot. As stated above, at the February 18 hearing, one of defendants' attorneys orally indicated that the fugitive from justice entry concerning plaintiff had been taken off the NCIC. Defendants have not filed anything with the court in confirmation of this. Further, no representation was made at the hearing, or subsequent to it, that the entry would not be placed back on the NCIC at some future point in time.

In these circumstances, it is evident that the request for an order requiring the defendants to take the fugitive from justice entry off is not moot. "* * * [V]oluntary cessation of allegedly illegal conduct does not deprive the tribunal of power to hear and determine the case, i.e., [it] does not make the case moot. * * * The defendant is free to return to his old ways. * * *" (Citations omitted.) *United States v. W. T. Grant Co.*, 345 U.S. 629, 632 (1953). See, *Allee v. Medrano*, 416 U.S. 802, 810-811 (1974); *N.L.R.B. v. Raytheon*, 398 U.S. 25 (1970); *United States v. Concentrated Phosphate Export Assn.*, 393 U.S. 199, 202-204 (1968); *Gray v. Sanders*, 372 U.S. 368, 375-376 (1963); *Walling v. Helmerich & Payne, Inc.*, 323 U.S. 37, 43 (1944); Hart and Wechsler's, *The Federal Courts and The Federal System*, at 110 (2d ed. 1973). Further, "Along with its power to hear the case, the court's power to grant injunctive relief survives discontinuance of the illegal conduct. * * * The purpose of an injunction is to prevent future violations * * *." (Citations omitted.) *United States v. W. T. Grant Co.*, supra, at 633. There does exist here "some cognizable danger of recurrent violation" of plaintiff's rights, *United States v. W. T. Grant Co.*, supra, at 633.

B. *Abstention*

Plaintiff's request for an order restraining a pending criminal prosecution requires discussion of the abstention doctrine of *Younger v. Harris*, 401 U.S. 39 (1971), and its progeny: *Doran v. Salem Inn, Inc.*, ____ U.S. ____, 43 U.S.L.W. 5039 (June 30, 1975); *Hicks v. Miranda*, ____U.S.____, 43 U.S.L.W. 4857 (June 24, 1975); *Kugler v. Helfant*, ____U.S.____, 43 U.S.L.W. 4487 (April 28, 1975); *Schlesinger v. Councilman*, ____U.S.____, 43 U.S.L.W. 4432 (March 25, 1975); *Huffman v. Pursue, Ltd.*, 420 U.S. 592 (1975); *Allee v. Medrano*, 416 U.S. 802 (1974). See also, *Ellis v. Dyson*, ____U.S.____, 17 Cr.L. 3037 (May 19, 1975); *Steffel v. Thompson*, 415 U.S. 452 (1974); *Mitchum v. Foster*, 407 U.S. 225 (1972). The basic principle of this doctrine is that--

> "* * * in the absence of exceptional circumstances creating a threat of irreparable injury 'both great and immediate,' a federal court must not intervene by way of either injunction or declaratory judgment in a pending state criminal prosecution." *Kugler v. Helfant*, supra, at 4489.

Federal intervention is possible only where there is a showing of bad faith or harassment by the state prosecuting officials, where the state law to be applied in the criminal proceeding is flagrantly and patently unconstitutional, or where there exist similar extraordinary circumstances. *Kugler v. Helfant*, supra, at 4489.

Plaintiff has argued that the defendants' actions of requesting and securing plaintiff's arrest on three occasions without pursuing extradition and the continuance of the NCIC entry throughout this period constitutes a sufficient showing of bad faith and harassment so as to warrant enjoining the underlying prosecution. This Court must disagree. The terms "bad faith" and "harassment" connote intentional, purposeful conduct motivated by a malicious or discriminatory purpose. Duncan v. Perez, 445 F.2d 557 (5th Cir.), cert. denied, 404 U.S. 940 (1971). Plaintiff here has not suggested any reason for the Baton Rouge authorities to possess any personal animosity towards him, and no showing has been made that plaintiff has been singled out from other Louisiana "fugitives from justice" for the purpose of harassment. Further, since no discovery has yet been conducted, the precise identities of those responsible for initially placing the fugitive from justice entry on the NCIC are unknown. Thus, while the verified complaint and the affidavits on file evince a reckless and callous disregard for plaintiff's constitutional rights, nevertheless there has been an insufficient showing of the intentional bad faith or harassment necessary to come within one of the exceptions to the Younger doctrine. That part of plaintiff's motion which seeks an injunction restraining the pending criminal prosecution must, accordingly, be denied.

Plaintiff's motion also seeks an order that the defendants take the fugitive from justice entry off the NCIC and not re-enter it during the pendency of this action. The Younger abstention doctrine does not bar federal courts from enjoining unlawful police conduct where no significant disruption of a pending criminal prosecution would result. Gerstein v. Pugh, 420 U.S. 103, 108 n. 9 (1975); Allee v. Medrano, 416 U.S. 802, 814 (1974); California Diversified Promotions, Inc. v. Musick, 505 F.2d 278, 282 (9th Cir. 1974); Lewis v. Kugler, 446 F.2d 1343, 1346-1348 (3d Cir. 1971); Bradford v. Wade, 376 F.Supp. 45, 46 (N.D. Tex. 1974). An order requiring that the defendants take the fugitive from justice entry off the NCIC and keep it off would not interfere with the underlying criminal prosecution, since now that the defendants know plaintiff's location, they can request his extradition pursuant to the Uniform Criminal Extradition Act, § 976.03, Wis. Stats. (1973). Furthermore, one of the foundations of the Younger doctrine is that the federal plaintiff will be able to assert his constitutional rights in the state criminal prosecution. Here, however, plaintiff has no assurance that the defendants will ever attempt to formally extradite him and will not simply continue the NCIC entry, resulting in an arrest and detention every time plaintiff comes in contact with a police agency. Thus, if the traditional requisites for preliminary injunctive relief are satisfied, the Younger doctrine does not bar an order enjoining the defendants from continuing the NCIC fugitive from justice entry.

C. *Injunctive Relief*

In *Burns v. Paddock*, 503 F.2d 18, 28 (7th Cir. 1974), the Court set forth what is required in order that a preliminary injunction issue:

> "A preliminary injunction is proper only where there is a showing that: (1) plaintiffs have no adequate remedy at law and will be irreparably harmed if the injunction does not issue; (2) the balance of hardships tilts towards plaintiffs; and (3) plaintiffs have at least a reasonable likelihood of success on the merits. * * *"

Plaintiff has adequately established each of the prerequisites.

A core concept of the Fourth Amendment is the right to be free from arbitrary and unreasonable interference by police. *Terry v. Ohio*, 392 U.S. 1, 8-9 (1968); *Wolf v. Colorado*, 338 U.S. 25, 27 (1948); *Jenkins v. Averett*, 424 F.2d 1228, 1231-1232 (4th Cir. 1970). Repeated arrests without subsequent prosecution is a violation of this Fourth Amendment guarantee. *Marland v. Heyse*, 315 F.2d 312 (10th Cir. 1963). The fact that the defendants did not personally make the arrests of plaintiff does not extinguish their accountability, since § 1983 explicitly imposes liability on someone who *causes* a deprivation of constitutional rights.

In April, 1974, the defendants were given written notice by Assistant District Attorney Gardner of plaintiff's whereabouts. They must, therefore, have decided not to extradite him. Yet because the fugitive from justice entry was left on the NCIC, it was only a matter of time until plaintiff would again be arrested because of the entry. And in October, 1974, after plaintiff was arrested, jailed, and finally charged with being a fugitive from justice, the defendants did not forward the necessary extradition documents. They did, however, keep the fugitive from justice entry on the NCIC, resulting in plaintiff's third arrest in New York. Once again, defendants did not send the extradition papers.

These facts demonstrate that the defendants have caused plaintiff to be arrested and jailed on three occasions and have not proceeded to extradite him by the proper lawful procedures. The violation of plaintiff's rights by the capricious actions of the defendants is unquestionable.

Where there is a threat of future violations of Fourth Amendment rights, the courts have not hesitated to conclude that there is no adequate legal remedy and that an injunction must issue to prevent irreparable injury. Hague v. C.I.O., 307 U.S. 496 (1939); Sullivan v. Murphy, 478 F.2d 938, 966 (D.C. Cir.), cert. denied, 414 U.S. 880 (1973); Lewis v. Kugler, 446 F.2d 1343, 1350-1351 (3d Cir. 1971), Schnell v. City of Chicago, 407 F.2d 1084 (7th Cir. 1969); Lankford v. Gelston, 364 F.2d 197 (4th Cir. 1966) (en banc). While damages may be recovered for unconstitutional police and prosecutorial conduct, that remedy does not fully compensate a plaintiff nor deter future misconduct. Mapp v. Ohio, 367 U.S. 643 (1961).

There is, therefore, a sufficient probability here that plaintiff will be irreparably injured by future arrests based on the NCIC entry.

The final factor in granting a preliminary injunction that must be considered is the balance of hardships. As pointed out above, defendants will not be foreclosed from prosecuting plaintiff, since they can attempt to extradite him by means of Wisconsin law. The irreparable injury to which plaintiff will be subjected in the absence of an injunction necessitates a finding that the balance of hardships is in plaintiff's favor.

IT IS THEREFORE ORDERED that the motions to dismiss for improper venue are denied except insofar as they relate to plaintiff's claim arising in New York, to which extent they are granted.

IT IS FURTHER ORDERED that the motions to dismiss for lack of personal jurisdiction are denied.

IT IS FURTHER ORDERED that the motions of defendants Brown and Chaffin to dismiss for failure to state a claim are denied, except that the claims for damages against defendant Brown are dismissed.

IT IS FURTHER ORDERED that plaintiff's motion for an order restraining prosecution of any action which led to the NCIC entry is denied.

IT IS FURTHER ORDERED that during the pendency of this action, the defendants, their officers, agents, servants, employees, and attorneys, are:

(1) Ordered to cause the fugitive from justice entry concerning plaintiff to be removed from the NCIC System, and

(2) Restrained from entering a fugitive from justice entry concerning plaintiff on the NCIC System.

U.S. Department of Justice
Federal Bureau of Investigation
National Crime Information Center (NCIC)

National Crime Information Center

Report on the Vehicle and Wanted Person Files Survey, April, 1988

WPF-HD #3

FBI NATIONAL CRIME INFORMATION CENTER

A REPORT ON THE NCIC VEHICLE AND WANTED PERSON FILES SURVEY

APRIL, 1988

INTRODUCTION

The NCIC Advisory Policy Board recognized a need for a formal system to measure the benefits of the NCIC System in June, 1981, and in December, 1981, recommended to the FBI Director that a 30-day survey of the NCIC Vehicle File be conducted to assess the benefits of using that file. The Vehicle File survey was conducted in April, 1982, among a random sample of ten percent of the state, county, and local law enforcement terminal agencies that access NCIC.

In October, 1983, the Board recommended a survey of the Wanted Person File. The survey was conducted in April, 1984, among a random sample of agencies originating ten percent of the Wanted Person File inquiries stratified by proportionate volume of such transactions from each state.

The success of the Vehicle File and Wanted Person File surveys and the continuing requirement to document that NCIC is cost-effective and beneficial to society led to a proposal to conduct a combined survey of the use and benefits of these two files. In December, 1987, the Board recommended a plan to survey both files for 30 days among a random sample of law enforcement agencies. The Vehicle and Wanted Person Files survey was conducted in April, 1988. The purpose of this report is to present the methodology and results of that survey.

METHODOLOGY

The survey population included each law enforcement agency that originated two or more vehicle or person inquiries on NCIC during November, 1987 (the selection month). In each state the agencies were randomly selected through the use of a random number generator; the volume of vehicle and person inquiries by agencies so selected was totaled until the number of transactions thus accumulated equaled ten percent of the state's total vehicle and person inquiry transactions. The 50 states were considered in the selection process. Wisconsin was unable to participate. In the remaining 49 states, 1,357 agencies were randomly selected to participate.

The purpose of this survey was to collect data on benefits resulting from the use of the NCIC Vehicle and Wanted Person Files. Since each Vehicle File and Wanted Person File inquiry is also automatically searched in the Missing Person File, survey participants also tabulated missing person hits resulting from vehicle and wanted person inquiries during the survey period.

The participating agencies were asked to record the following data as a result of vehicle or person hits on the NCIC System:

1. Number of vehicles recovered.
2. Value of vehicles recovered.
3. Number of wanted persons found.
4. Number of persons apprehended.
5. Wanted or missing person's year of birth.
6. Offense in wanted person record.
7. Date of theft report/warrant/last contact.
8. The fact that the person was armed or unarmed.
9. The fact that a caution indicator was in the hit record.
10. Wanted or missing person hit results.
11. The hit basis (personal or vehicle data).
12. Number of additional charges.
13. Value of recovered contraband.
14. Value of recovered property other than vehicles.
15. Number of missing juveniles found.
16. Number of other missing persons found.

The survey objective was to count the number of valid operational hits on NCIC vehicle or person records. A hit is valid when the response contains an NCIC record and confirmation with the agency that entered the record verifies a match of the vehicle or person in the inquiry with the vehicle or person in the record. The data collected are further defined as follows:

1. A recovered vehicle is any automobile, truck, airplane, construction equipment, farm equipment, motorcycle, snowmobile, recreational vehicle, or trailer recovered as a result of a hit on an NCIC vehicle or person record.

2. The value of a recovered vehicle is the fair market value of the vehicle when it was recovered.

3. A wanted person was counted as found when he or she was located when a vehicle or person inquiry matched the subject of an NCIC wanted person hit record.

4. A person was counted as apprehended when he or she was arrested as a result of a vehicle, wanted, or missing person hit on the System. For example, a person who was driving a vehicle that had been, indexed as stolen in NCIC was arrested even though he or she was not the subject of a wanted person record in NCIC. In another example, the individual accompanying a hit subject (either wanted person or missing person) was arrested because of his or her association with the hit subject or because the NCIC hit provided probable cause for

further investigation and that investigation uncovered contraband or other incriminating evidence.

5. The wanted or missing person's year of birth was recorded from the Date of Birth (DOB) Field in the hit record.

6. The offense in the wanted person record was recorded by entering one of twenty codes (listed on the worksheet) appropriate for the offense literal in the hit record.

7. The date of theft report was recorded from that data field in each Vehicle File hit; the date of warrant from that data field in each Wanted Person File hit; and the date of last contact from that data field in each Missing Person File hit.

8. An armed person is any individual with a weapon in his or her possession at the time of arrest. A weapon is a gun, knife, baseball bat, or any object carried for the purpose of inflicting bodily harm. For each person found as a result of a hit during the survey, a code to indicate armed, unarmed, or information not available was recorded.

9. A caution indicator provides law enforcement with a forewarning of possible danger in an encounter with the subject of a record. The presence or absence of a caution indicator in the hit record was recorded by entry of one of two codes listed on the worksheet.

10. The results of each wanted or missing person hit were recorded by entry of the appropriate code for one of five dispositions listed on the worksheet.

11. Hit basis was recorded by entry of one of two codes to indicate whether the hit was based on a search of personal data or vehicle data.

12. The number of additional charges tabulated the number of charges brought against a person in addition to the charge for which the person was arrested as a result of the NCIC hit record.

13. Contraband is anything that is illegal by its nature, such as drugs and unregistered guns. The value of recovered illegal drugs is the street value, and the value of other recovered contraband is its fair market value when it was recovered.

HITS RECEIVED ON TERMINAL

____
(ID) (ORI)

NCIC VEHICLE AND WANTED PERSON FILES SURVEY WORKSHEET

APRIL, 1988

Date of Hit	ORI of Agency Requesting Inquiry	ORI of Hit Record	NCIC No. of Hit Record	1. No. of Vehicles Recovered	2. Value of Vehicles Recovered	3. No. of Wanted Persons Found	4. No. of Persons Apprehended	5. Wanted or Missing Person's Year of Birth	6. Offense in Wanted Person Record	7. Date of Theft Report/Warrant/Last Contact	8. Armed	9. Caution Indicator	10. Wanted/Missing Person Hit Results	11. Hit Basis	12. No. of Additional Charges	13. Value of Recovered Contraband	14. Value of Recovered Property Other Than Vehicles	15. No. of Missing Juveniles Found	16. No. of Other Missing Persons Found

6. Offense Literal Codes:
1 - Military
2 - Homicide
3 - Kidnaping
4 - Sexual Assault
5 - Robbery
6 - Assault
7 - Arson
8 - Burglary
9 - Larceny
10 - Vehicle Theft
11 - Forgery
12 - Fraudulent Activities
13 - Embezzlement
14 - Property Theft
15 - Dangerous Drugs
16 - Family Offenses
17 - Flight-Escape
18 - Obstructing Judiciary...
19 - Weapon Offenses
20 - Other

8. Armed Codes:
1 - Yes
2 - No
3 - Not Available

9. Caution Indicator Codes
1 - Yes
2 - No

10. Hit Results Codes:
1 - Arrested on Local Charges
2 - Detainer Filed
3 - Held for Extradition
4 - Released - Refusal to Extradite
5 - Held for Another Jurisdiction Within State

11. Hit Basis Codes
1 - Personal Data
2 - Vehicle Data

14. Examples of recovered property other than vehicles are money taken in a robbery and property taken in a burglary. The value of this property is its fair market value when it was recovered.

15. A missing juvenile was counted as found when he or she was located when a vehicle or person inquiry matched a vehicle or person record in NCIC. Even if a missing juvenile was not the subject of an NCIC Missing Person File record but happened to be the companion of a wanted person located as a result of a hit on the Wanted Person File, the location of the missing juvenile was the result of the use made of the Wanted Person File. Also, when a missing juvenile was found because he or she was a passenger or driver of a vehicle which was the subject of a Vehicle File hit, the missing juvenile was counted as found.

16. A missing person other than a juvenile was counted as found when he or she was located when a vehicle or person inquiry matched a vehicle or person record in NCIC. Even if a missing person was not the subject of an NCIC Missing Person File record but was the companion of a located wanted person or was a passenger or the driver of a vehicle which was the subject of a Vehicle File hit, the missing person was counted as found as a benefit resulting from use of the Vehicle File or the Wanted Person File.

The survey instrument worksheet (facing page) and a training aid (Appendix B) were mailed to the state control terminal agencies in early February, 1988. The state control terminal agencies conducted training and distributed the survey materials to the agencies selected to participate from mid-February through March, 1988. The survey period was April, 1988. The worksheet asked for the date of the hit, the originating agency identifier (ORI) of the agency requesting the inquiry, the ORI of the hit record, the NCIC Number of the hit record, and any and all of the enumerated data pertinent to each hit. The control terminal officers collected the survey instruments, compiled the results, and submitted the survey responses to the NCIC Staff.

Validation of Results

The NCIC Staff reviewed each survey response and verified the hits attributed to NCIC. A detailed examination of the logged hits revealed some could not be counted because:

1. The hit record was in the state file.

2. An agency was substituted for one randomly selected to participate.

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3. The hit was not on a vehicle or person record.

4. The hit was outside the survey period.

5. The participating agency responded to a hit confirmation request from an agency that had received a hit on a record on file for the participating agency.

Applying this criteria, NCIC Staff validated 1,764 hits for which benefits could be counted.

RESULTS

Participation

The number of agencies that participated during the survey was 1,230 or 90.7 percent of the 1,357 randomly selected agencies. The participating agencies reported hits for 398 agencies.

Total Hits

The 398 agencies logged 1,764 NCIC hits, of which 886 (50.2%) were on vehicles, 621 (35.2%) were on wanted persons, and 257 (14.6%) were on missing persons. Of the 257 missing person hits 208 (81%) were on juvenile records and 49 (19%) were on other missing person records.

Vehicle and Other Recoveries

A total of 889 vehicles valued at $5,828,418 were recovered during the survey period. Other recoveries resulting from the queries on vehicles and wanted persons include contraband valued at $278,769 and other property valued at $36,379.

Wanted and Missing Persons Found

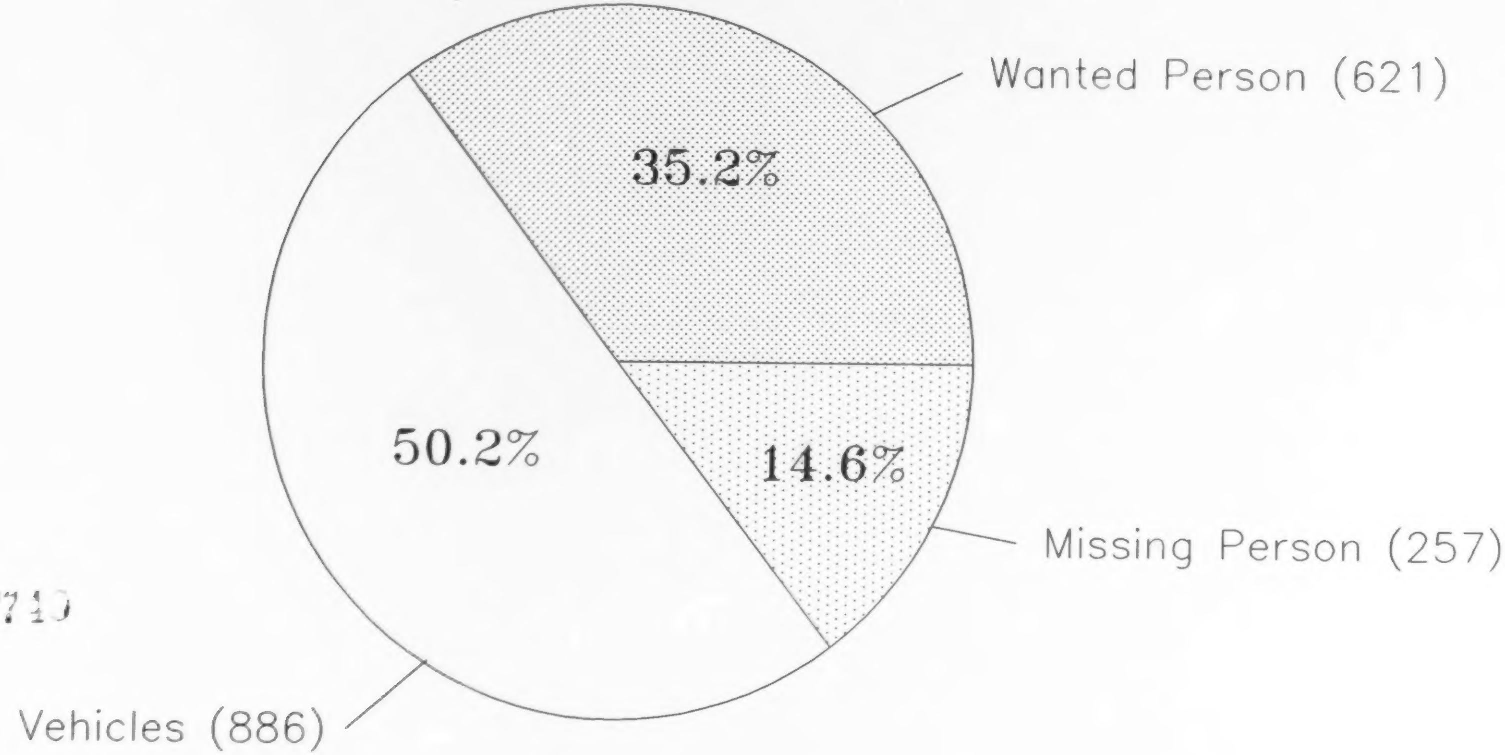
Participating agencies found a total of 621 wanted persons as a result hits on NCIC Wanted Person File records during the survey. As a result of all hits in the survey, 236 juveniles and 60 other missing persons were found.

Persons Apprehended

The number of persons arrested as a result of all hits in the survey was 885. In addition to the charge for which the person was arrested as a result of the NCIC hit record, 461 additional charges were brought against the arrested persons.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

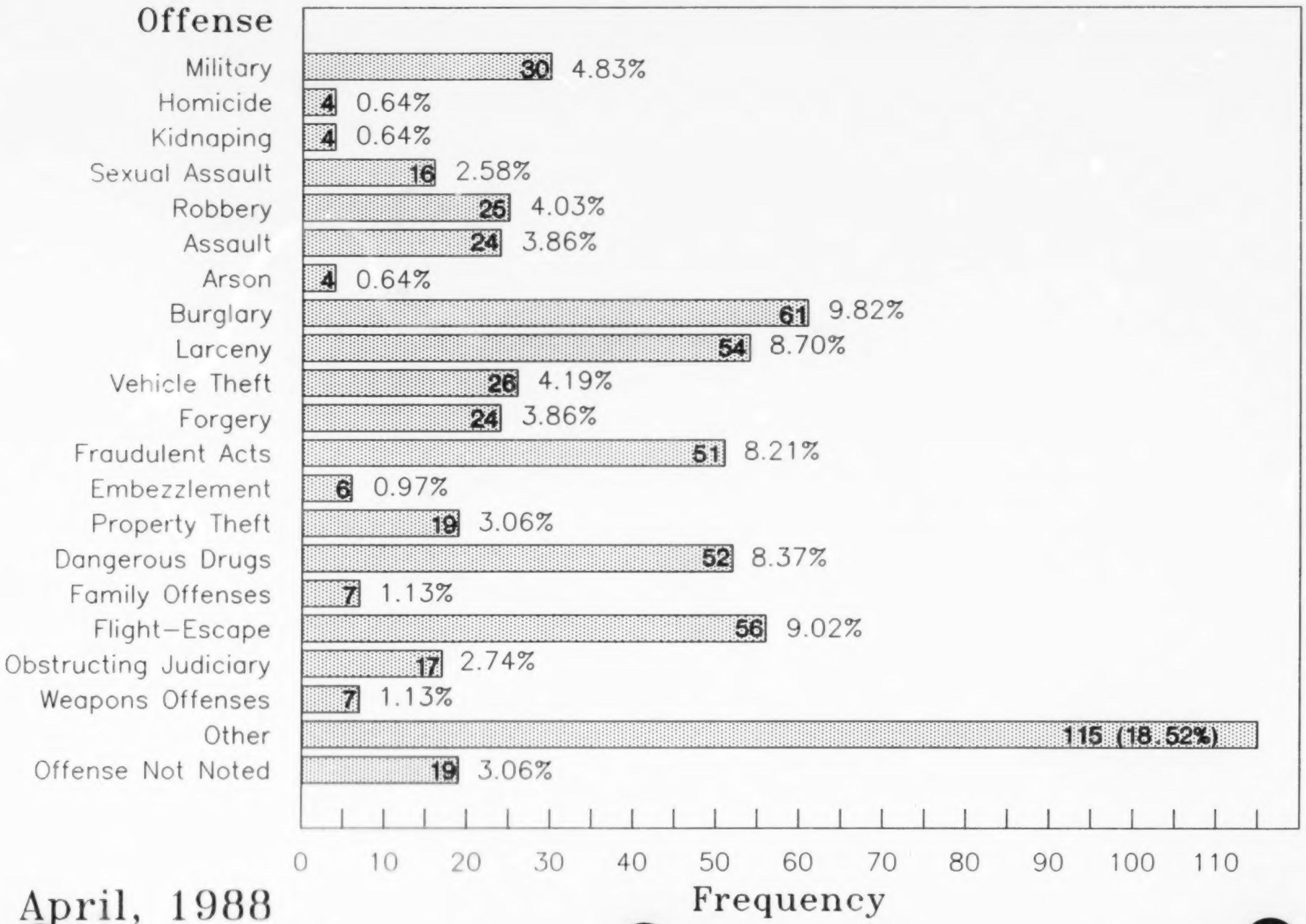
Vehicle and Wanted and Missing Person Hits (1,764)



April, 1988

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Offenses of Wanted Persons Found



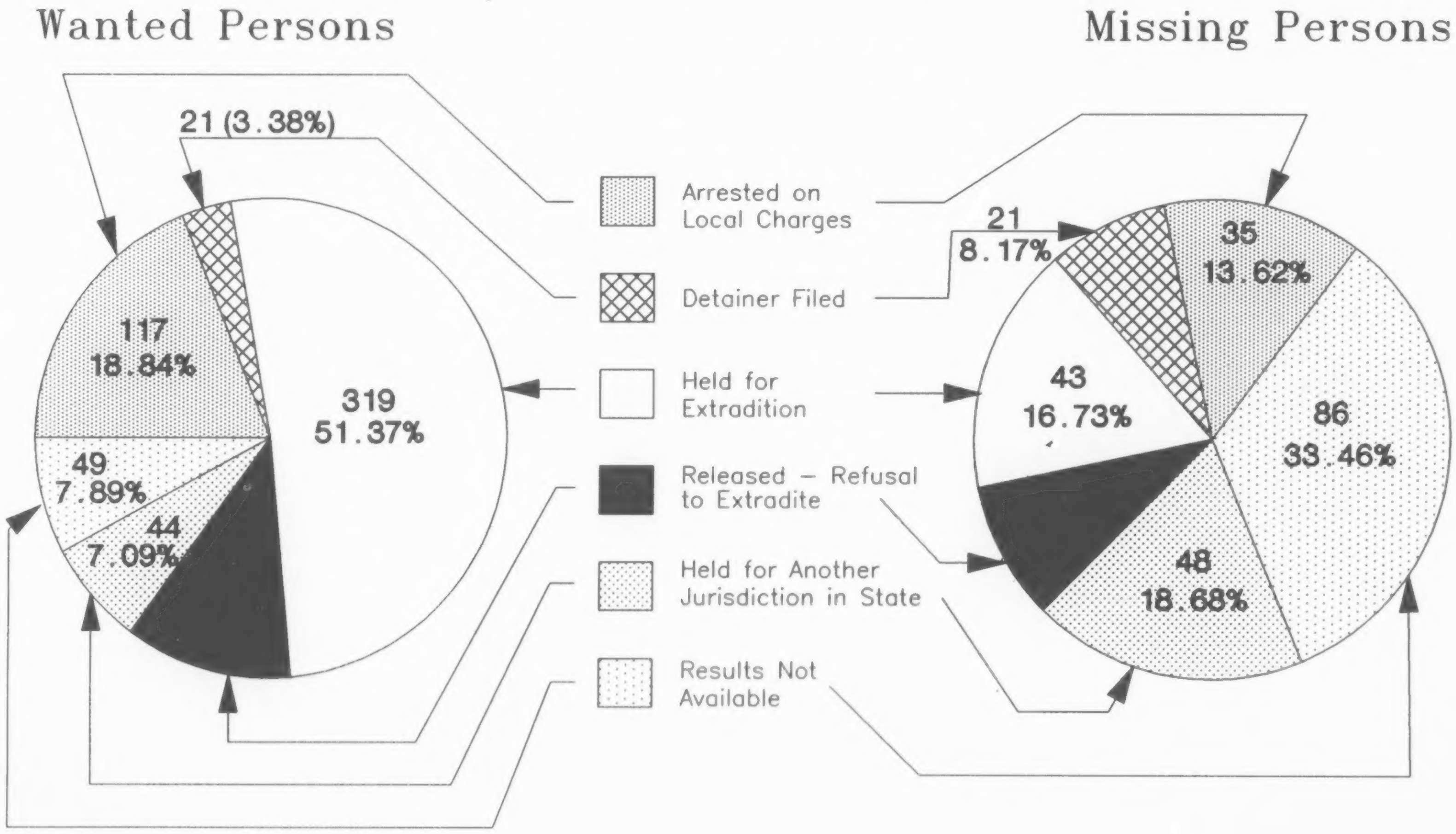
April, 1988

Offenses in Wanted Persons File Hits

Of the 621 wanted persons found during the survey, participants recorded that burglary (9.82%) was the most frequent offense in the hit records, followed by flight-escape (9.02%), larceny (8.7%), dangerous drugs (8.37%), and fraudulent acts (8.21%). The 621 wanted persons found were the result of 572 interstate hits logged by all participating states and 49 intrastate hits on NCIC logged by 19 states that either have no state wanted person file or do not store records in state systems for wanted persons that meet NCIC entry criteria.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Wanted and Missing Person Hit Results



Wanted Persons

Missing Persons

April, 1988

Wanted and Missing Hit Results

As depicted by the chart on the facing page, an analysis of Wanted Person File hit results shows that "held for extradition" occurred the highest number of times (319, 51.37%). For Missing Person File hits, the frequency for "held for another jurisdiction in state" (48, 18.68%) was highest.

Persons Found Armed

An analysis of survey Wanted Person File hits shows that 33(5.3%) of the wanted persons found were armed while 431 (69.4%) persons were unarmed. Information was not available for 157 (25.3%) persons. A caution indicator was recorded in 50 (8.0%) of the Wanted Person File hit records. For the 33 wanted persons found armed, 12 (36.4%) Wanted Person File hit records contained a caution indicator.

For survey Missing Person File hits, three (1.2%) persons were armed when found. A caution indicator was recorded in 10 (3.9%) of the missing person hit records. A caution indicator was in the Missing Person File hit record of one (33.3%) missing person found armed.

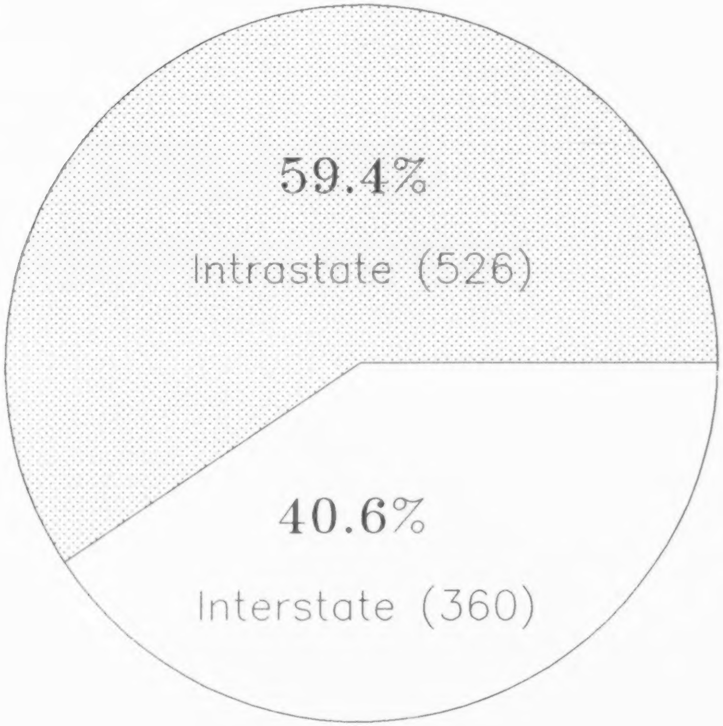
Seven (.8%) persons arrested as a result of Vehicle File hits were armed. Three (.3%) vehicle hit records contained caution indicators. Of the seven armed persons arrested as a result of Vehicle File hits, the record of one (14.3%) person contained a caution indicator.

Hit Basis

In Wanted Person File hits vehicle data was the hit basis in 15 (2.4%) instances, and in Missing Person File hits vehicle data was the basis of the inquiries in 18 (7.0%) instances.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Vehicle Hits (886)



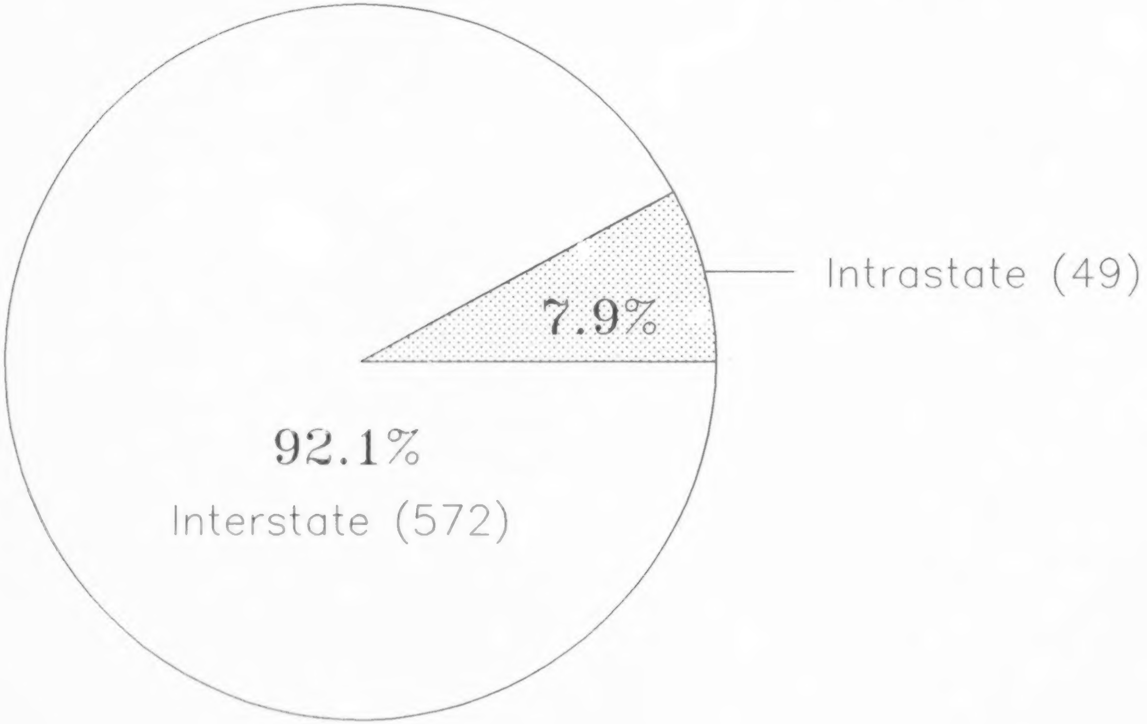
April, 1988

Intrastate and Interstate Vehicle Hits

During the survey intrastate vehicle hits were counted as benefits of NCIC use only in states that have no state vehicle file and one state that depends on NCIC for vehicle checks after a vehicle has been stolen more than 30 days. Of the 886 vehicle hits, 526 (59.4%) were received by agencies within the same state as the agency that entered the record in NCIC. Among the 49 participating states, 16 have no state vehicle file. The participating states logged 360 (40.6%) hits on vehicles stolen in another state.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Wanted Person Hits (621)



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April, 1988

761

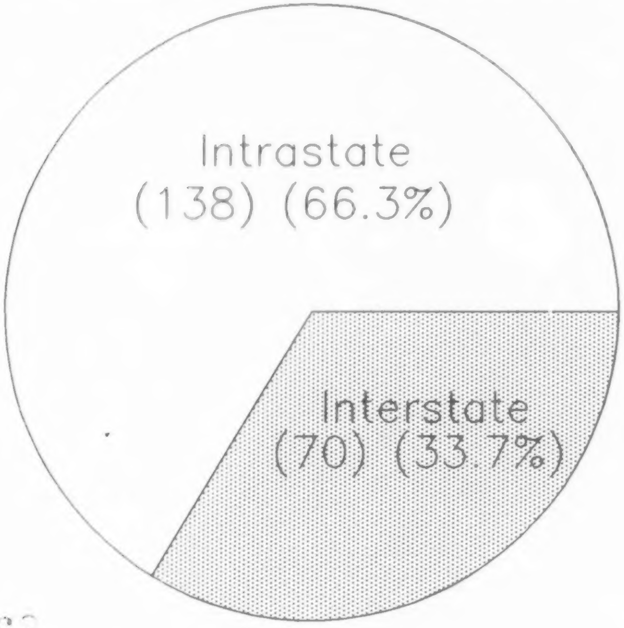
Intrastate and Interstate Wanted Person Hits

Of the 621 wanted person hits, 49 (7.9%) were intrastate and 572 (92.1%) were received by agencies in a state other than the state where the agency entered the record in NCIC. Among the survey participants, 30 states have wanted person files in their state systems, and 19 states either have no state wanted person files or do not store records in state systems for wanted persons that meet the criteria for entry in NCIC (felony or serious misdemeanor warrants).

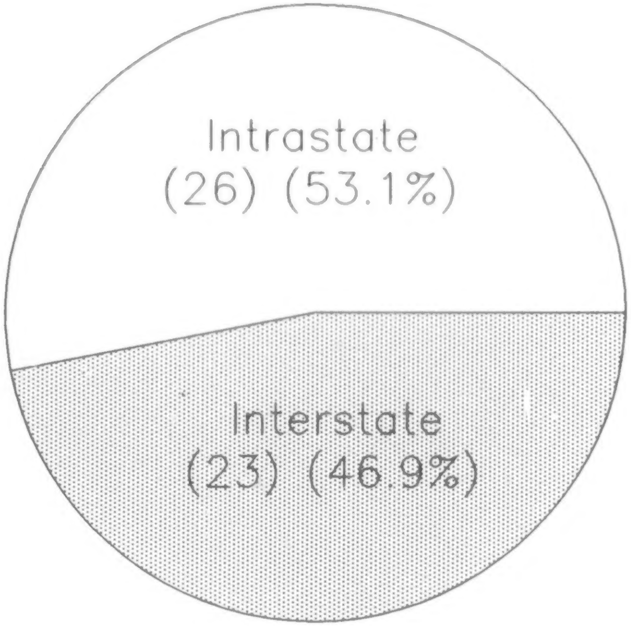
NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Missing Person Hits (257)

Juvenile (208) (81%)



Other (49) (19%)



April, 1988

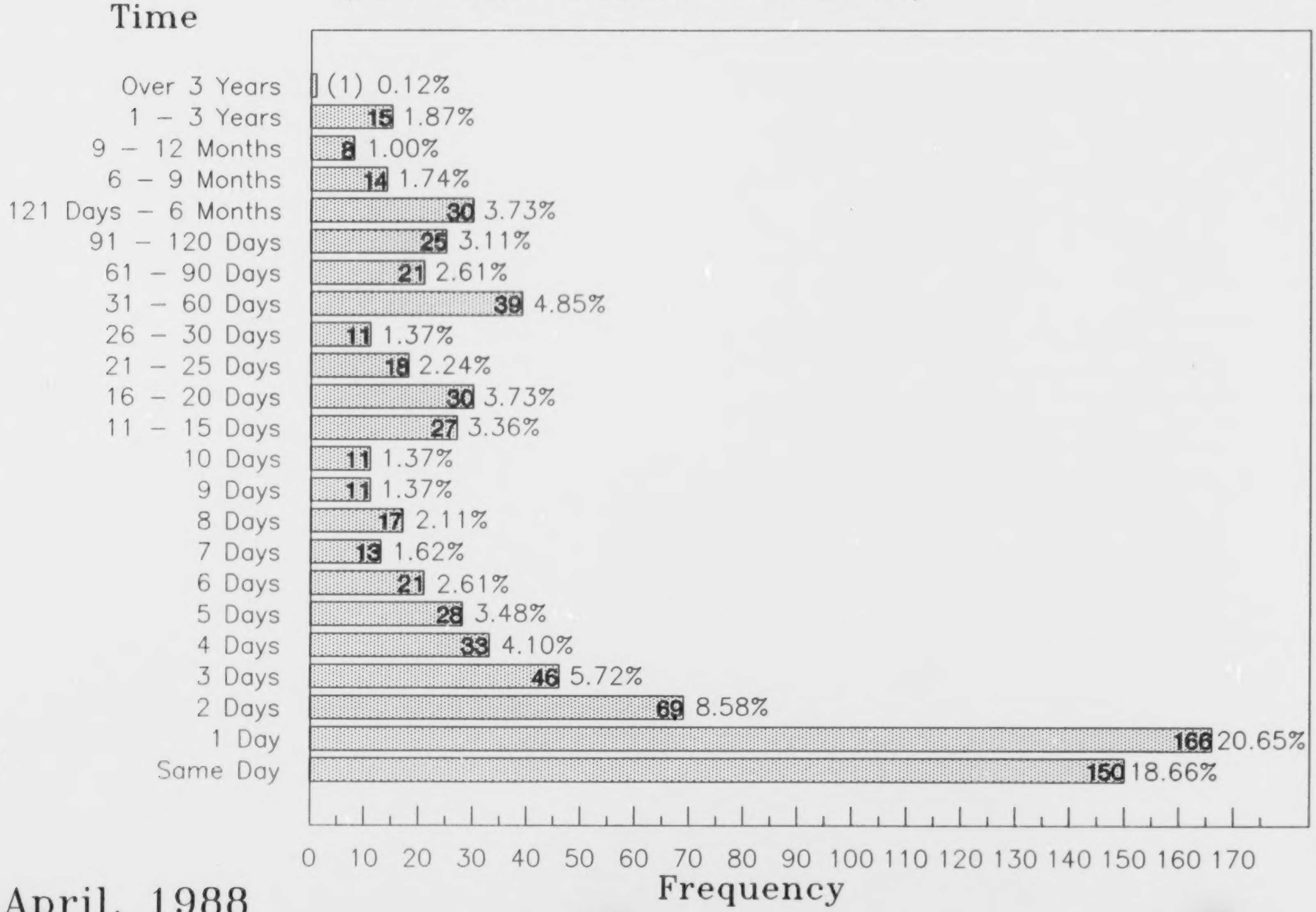
Intrastate and Interstate Missing Person Hits

For the 208 missing person hits for juveniles, records were received in the same state as the state where the agency entered the record in 138 (66.3%) hits. In 70 (33.7%) hits, the juvenile record was received in a state other than the state where the record was entered. For the 49 hits on other missing person records, 26 (53.1%) were between agencies within the same state and 23 (46.9%) were between agencies in two states. Among the survey participants, 20 states have missing person files in their state systems and 29 states have no computerized missing person files.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Time Lapse From Date of Theft to Date of Vehicle Hit

(Information Available for 804 Hits)



April, 1988

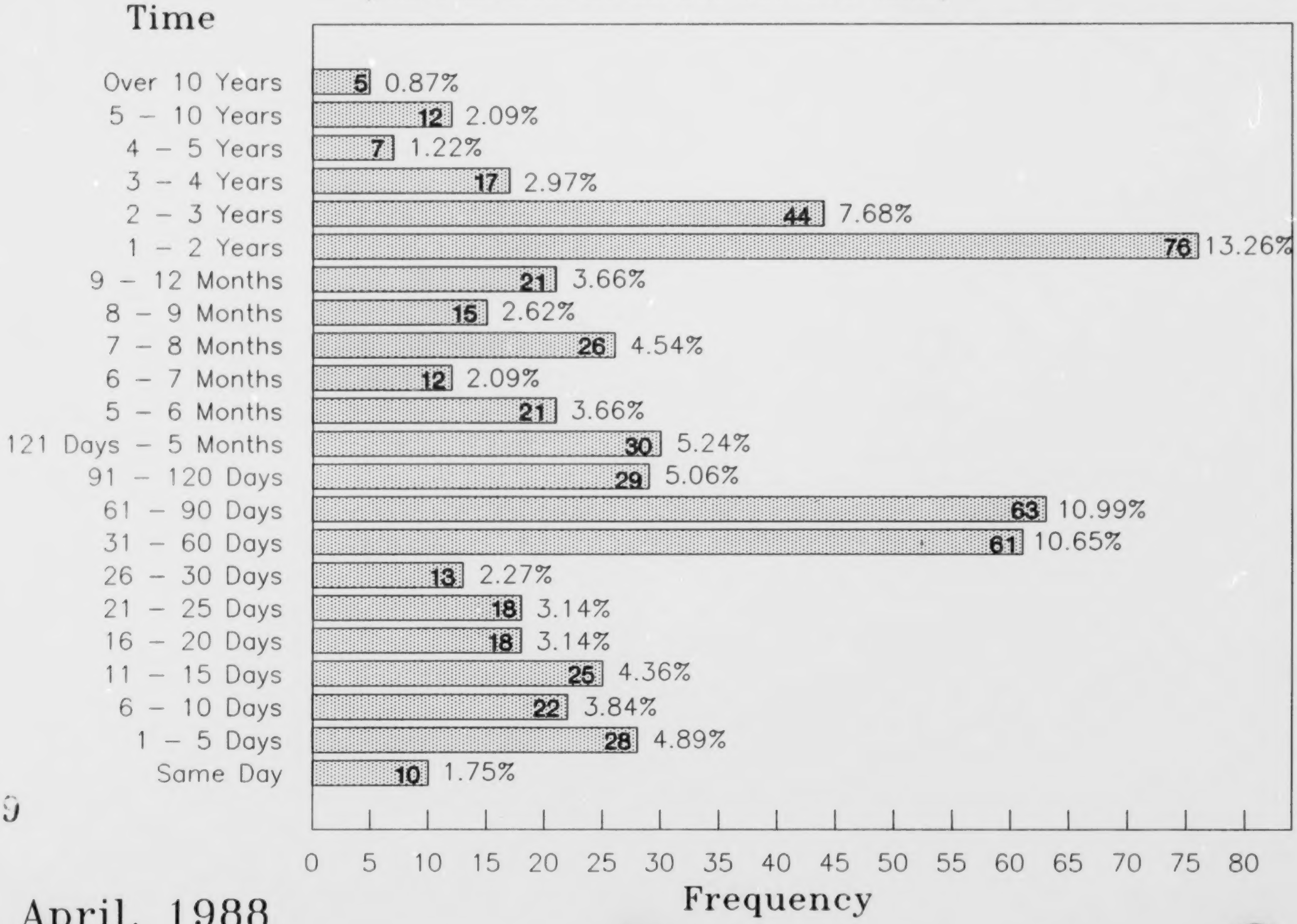
Analysis of Date of Theft Data

A comparison of the date of theft to the date of hit for survey Vehicle File hits, shows 18.66% of vehicles recovered as a result of hits on NCIC were located the same day as the date of theft, and another 20.65% of recovered vehicles from NCIC hits were located one day after the date stolen. The percentage of vehicles located within five days of the date of theft was 61.19%, within ten days 70.27%, and within 20 days 77.36%.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Time Lapse From Date of Warrant to Date of Wanted Person Hit

(Information Available for 573 Hits)



769

April, 1988

770

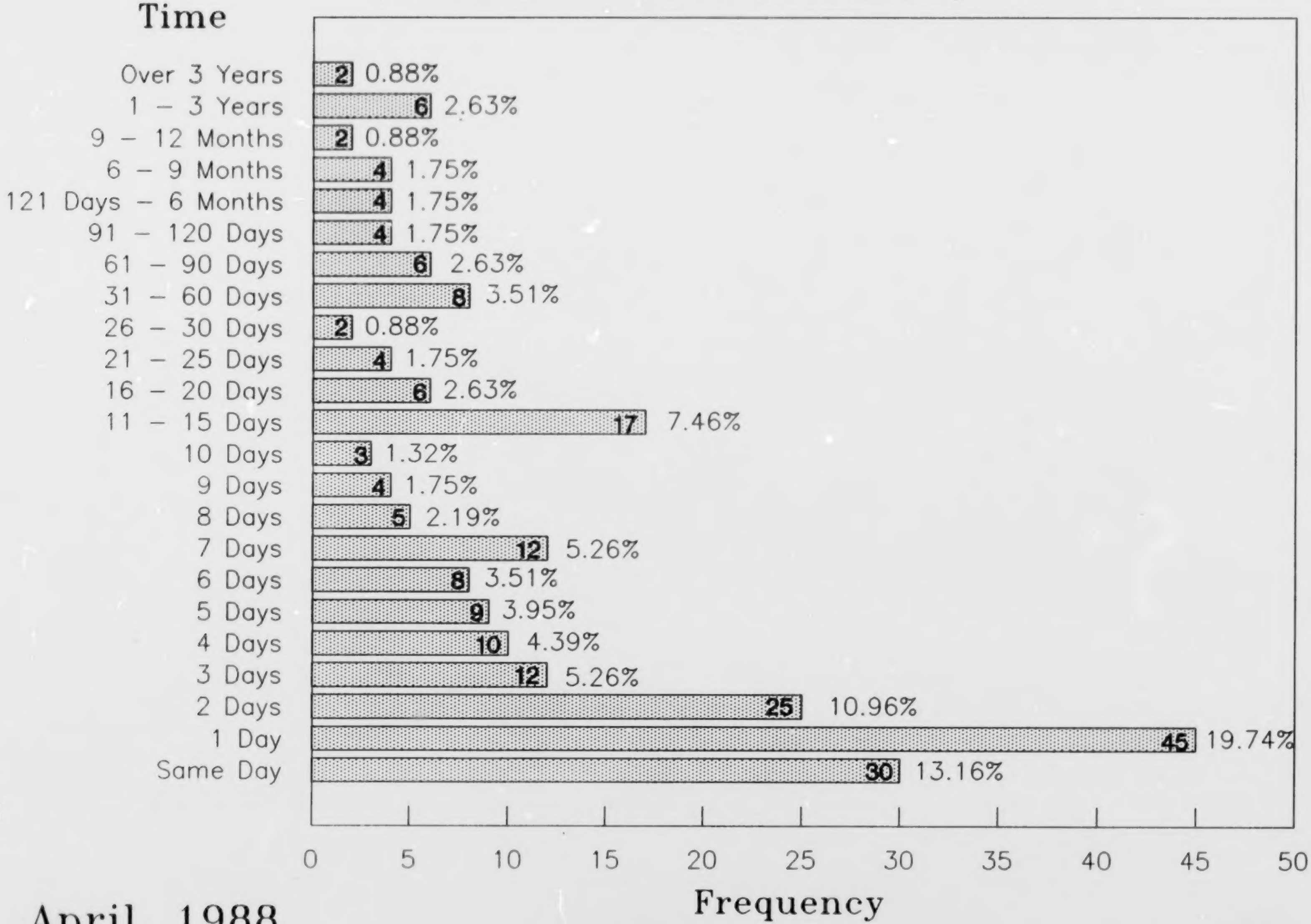
Analysis of Date of Warrant Data

A comparison of the date of warrant to the date of hit for survey Wanted Person File hits shows 1.75% of wanted persons found as a result of hits on NCIC were located the same day as the date the warrant was issued, and another 4.89% of wanted persons were found within one to five days after the date of warrant. The percentage of wanted persons found within 30 days of the date of warrant was 23.39%, within 60 days 34.04%, within 90 days 45.03%, within 12 months 71.90%, and within two years 85.16%.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Time Lapse From Date of Last Contact to Date of Missing Person Hit

(Information Available for 228 Hits)



772

April, 1988

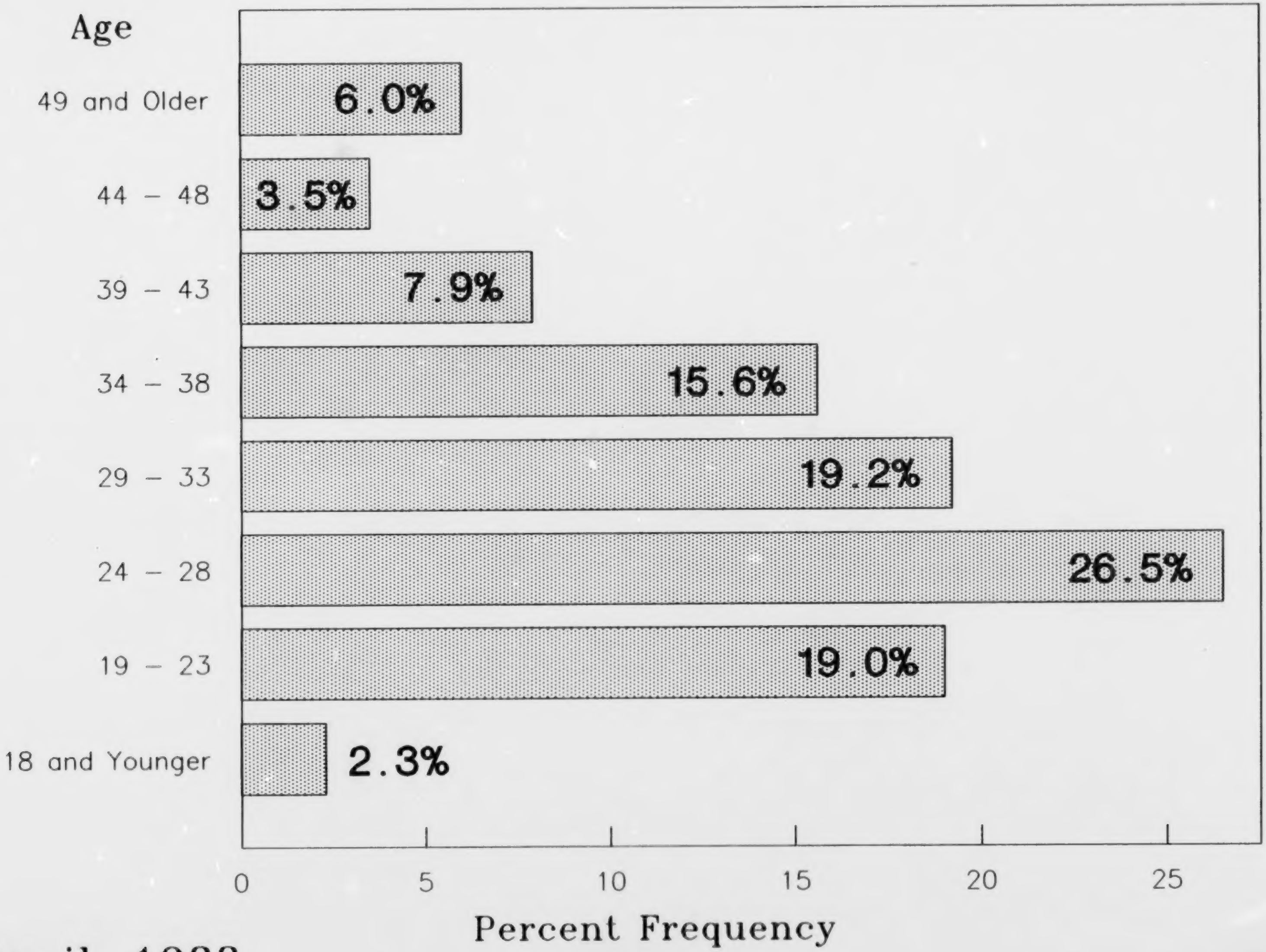
773

Analysis of Date of Last Contact Data

A comparison of the date of last contact to the date of hit for survey Missing Person File hits shows 13.16% of missing persons found as a result of hits on NCIC were located the same day as the date of last contact, and another 19.74% were found one day after the date of last contact. The percentage of missing persons found within five days of the date of last contact was 57.46%, within ten days 71.49%, and within 20 days 81.58%.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Age of Wanted Persons



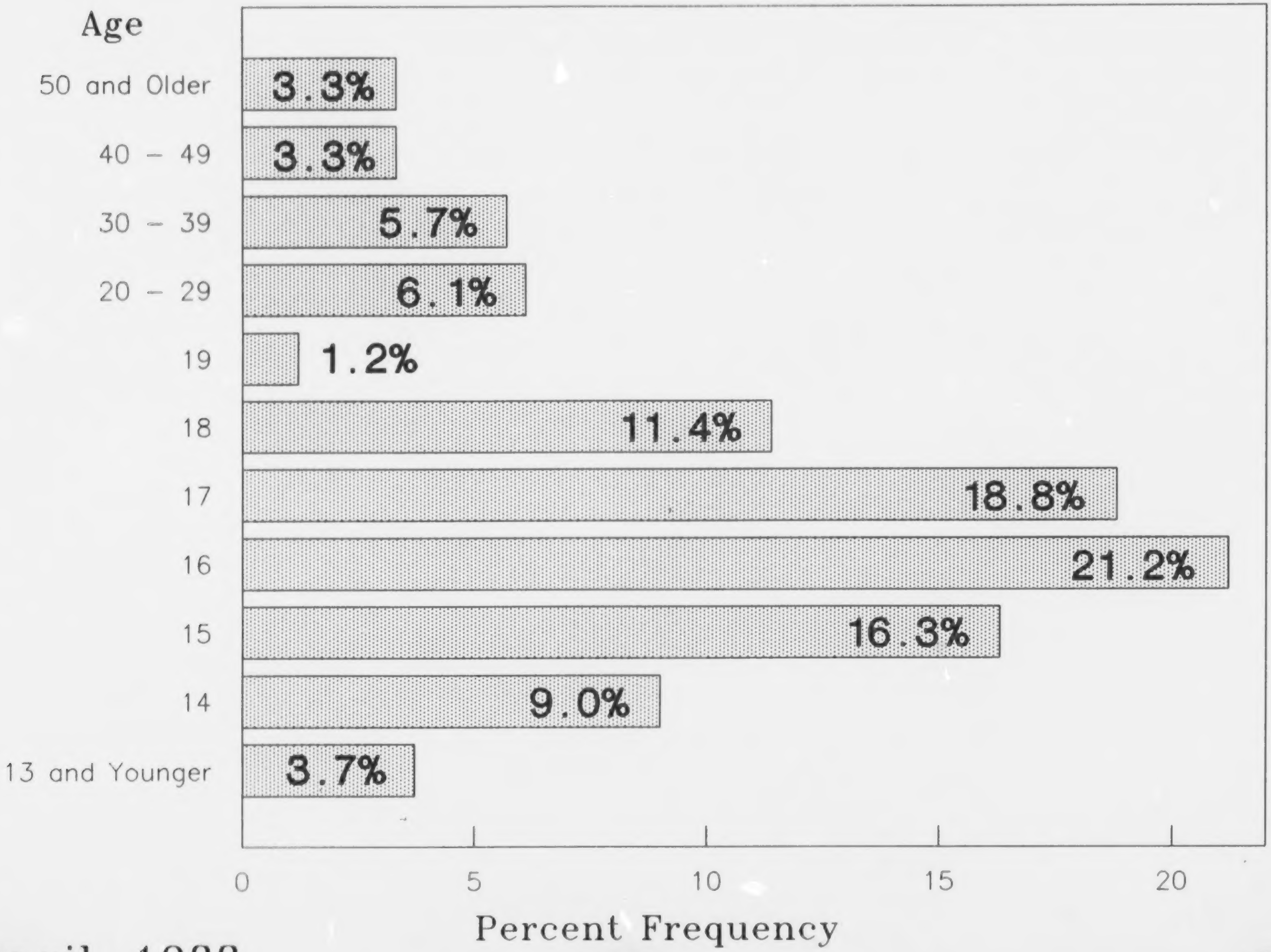
April, 1988

Age of Wanted Persons

A comparison of the date of birth with the date of hit recorded for wanted persons found during the survey shows that 80.3% were between the ages of 19 and 38 years.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Age of Missing Persons

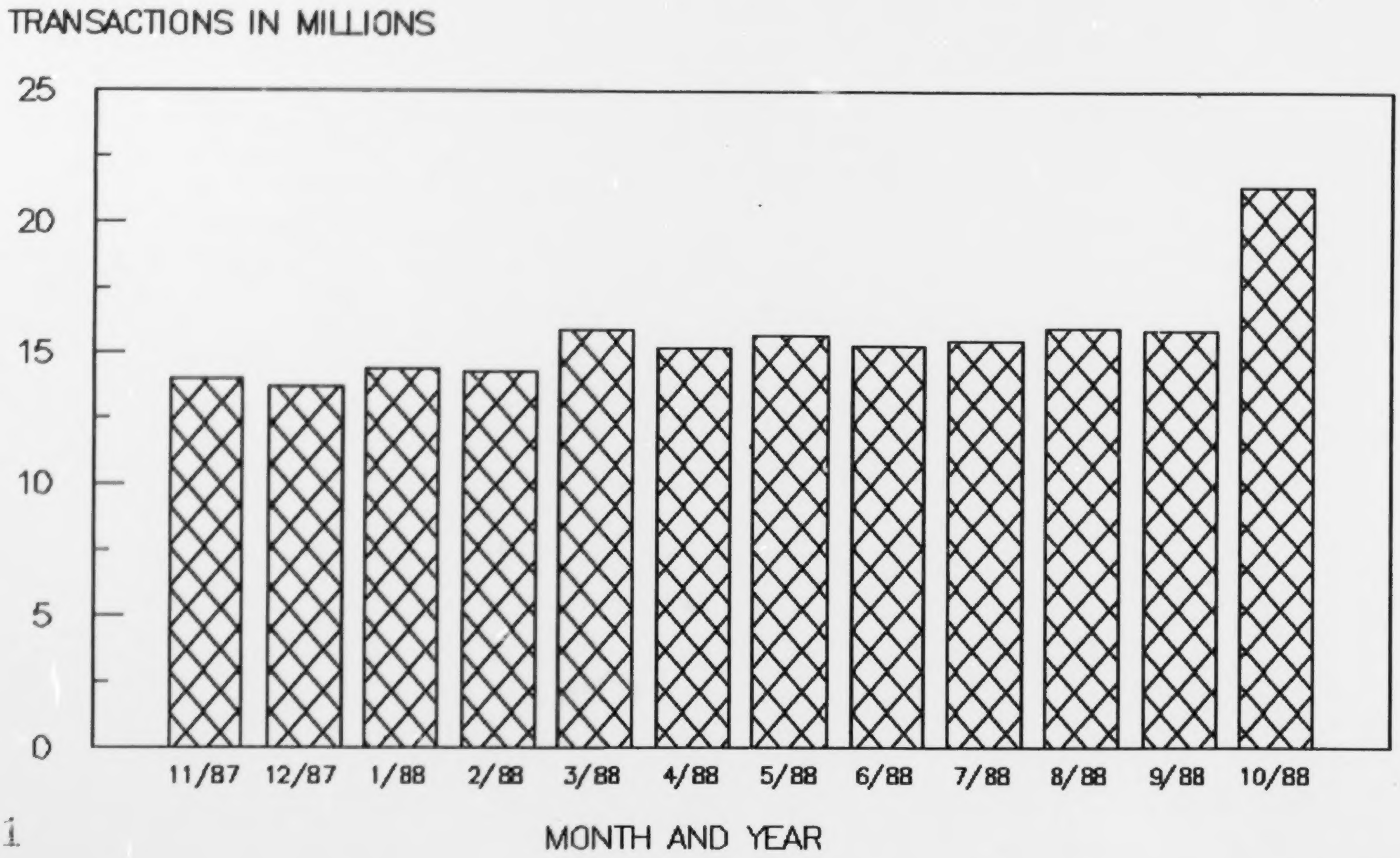


April, 1988

Age of Missing Persons

A comparison of the date of birth with the date of hit for missing persons found as a result of survey Missing Person File hits shows that 80.4% were 18 years and under.

NCIC VEHICLE AND WANTED PERSON INQUIRIES



Inquiry Transactions for 12 Months

A comparison of the inquiry transaction volume of April, 1988, with that of the other 11 months of the 12-month period, November, 1987, through October, 1988, is shown on the facing page. The monthly average number of inquiry transactions during the 12-month period was 15,619,996. The total number of inquiry transactions in April, 1988, was 15,231,521. Therefore, the transaction volume for April, 1988, was slightly below average but within the normal range of monthly inquiry transaction volumes.

INFERENCES

Transactions entering the NCIC System do so as a binomial process where each transaction has some unknown probability, "p," of being successful. In order to make inferences about the true probability of success for an NCIC transaction, the random sample of transactions entering the system was taken during the period from April 1-30, 1988. In this sampling process, counts were maintained on the number of transactions sampled and the number of successes observed. If X denotes the number of observed successes in N trials, the maximum likelihood estimator of the true probability of success based on this sample is:

$$\bar{X} = X/N$$

Further, a measure of the precision of the estimate can be made using statistical methods to establish a confidence interval. A 95% confidence interval on the true probability of success is given by:

$$\bar{X} - 1.96\sqrt{\bar{X}(1 - \bar{X})/N} < p < \bar{X} + 1.96\sqrt{\bar{X}(1 - \bar{X})/N}$$

or alternatively,

$$\bar{X} \pm 1.96\sqrt{\bar{X}(1 - \bar{X})/N}.$$

To illustrate the use of this technique, consider the following example:

$X = 1,764$ (NCIC Hits)
$N = 1,313,280$ (Transactions in Sample)

$$\bar{X} = X/N = 0.0013432$$

$$1.96\sqrt{\bar{X}(1 - \bar{X})/N} = 0.0000626$$

These estimates can be used to make inferences about the entire population of transactions through simple multiplication. The total number of inquiry transactions processed in April, 1988, was 15,231,521; therefore, the expected number of hits from all transactions is:

$$(.0013432)\ (15,231,521) = 20,459$$
$$\pm\ (.0000626)\ (15,231,521) = \pm\ 954$$

NCIC VEHICLE AND WANTED PERSON FILES SURVEY
INFERENCES FOR APRIL 1988

(95 Percent Confidence Interval)

Results	Survey Totals	Mean	Upper Bound	Lower Bound
RECOVERED VEHICLES FROM VEHICLE QUERIES	869	11,291	12,041	10,540
RECOVERED VEHICLES FROM WANTED PERSON QUERIES	20	215	309	120
TOTAL RECOVERED VEHICLES	889	11,506	12,350	10,660
VALUE OF RECOVERED VEHICLES	$5,828,418	$75,435,070	$80,968,462	$69,888,567
VALUE OF RECOVERED CONTRABAND	$278,769	*		
VALUE OF OTHER RECOVERED PROPERTY	$36,379	*		
WANTED PERSONS FOUND	621	6,679	7,204	6,153
MISSING PERSON HITS	257	2,980	3,344	2,615
MISSING JUVENILES FOUND	236	2,737	3,086	2,387
OTHER MISSING PERSONS FOUND	60	695	871	518
PERSONS APPREHENDED	885	10,264	10,940	9,587
ADDITIONAL CHARGES	461	5,346	5,833	4,858
ALL SURVEY HITS	1,764	20,459	21,413	19,504

* Due to low number of observed occurrences of contraband and other property recoveries, inferences are inappropriate.

NCIC VEHICLE AND WANTED PERSON FILES SURVEY
INFERENCES FOR CALENDAR YEAR 1988

(95 Percent Confidence Interval)

Results	Survey Totals	Mean	Upper Bound	Lower Bound
RECOVERED VEHICLES FROM VEHICLE QUERIES	869	166,812	177,893	155,730
RECOVERED VEHICLES FROM WANTED PERSON QUERIES	20	2,623	3,772	1,473
TOTAL RECOVERED VEHICLES	889	169,435	181,665	157,203
VALUE OF RECOVERED VEHICLES	$5,828,418	$1,110,841,399	$1,191,023,123	$1,030,646,563
VALUE OF RECOVERED CONTRABAND	$278,769	*		
VALUE OF OTHER RECOVERED PROPERTY	$36,379	*		
WANTED PERSONS FOUND	621	81,474	87,879	75,068
MISSING PERSON HITS	257	39,598	44,438	34,757
MISSING JUVENILES FOUND	236	36,362	41,000	31,723
OTHER MISSING PERSONS FOUND	60	9,244	11,583	6,904
PERSONS APPREHENDED	885	136,360	145,341	127,378
ADDITIONAL CHARGES	461	71,030	77,512	64,547
ALL SURVEY HITS	1,764	271,796	284,471	259,120

* Due to low number of observed occurrences of contraband and other property recoveries, inferences are inappropriate.

APPENDIX A

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Analysis of Benefits from Hits

State	Total Hits	VEHICLES RECOVERED Number	VEHICLES RECOVERED Value	Wanted Persons Found	Persons Apprehended	Additional Charges	VALUE OF RECOVERED: Contraband	VALUE OF RECOVERED: Other Property	FOUND MISSING PERSONS Juveniles	FOUND MISSING PERSONS Adults
Alabama	30	10	$41,688	18	19	12	$266,000	$350	1	0
Alaska	7	0	$0	7	4	0	$0	$0	0	0
Arizona	88	45	$180,208	38	74	13	$1,799	$402	11	2
Arkansas	12	1	$10,000	11	12	8	$0	$0	0	0
California	50	11	$73,004	28	29	31	$0	$0	19	2
Colorado	10	2	$12,072	4	7	1	$0	$200	3	0
Connecticut	15	12	$68,597	5	11	12	$0	$200	1	0
Delaware	0	0	$0	0	0	0	$0	$0	0	0
Florida	102	22	$130,557	81	74	43	$8,000	$3,505	18	3
Georgia	28	9	$115,400	13	16	11	$0	$350	3	0
Hawaii	14	0	$0	14	15	2	$0	$0	0	0
Idaho	13	2	$38,800	9	11	0	$0	$6,600	2	0
Illinois	26	6	$36,622	16	16	11	$0	$25	2	1
Indiana	10	7	$33,800	2	4	0	$0	$0	1	0
Iowa	7	0	$0	6	6	0	$0	$0	1	0
Kansas	25	10	$61,400	4	24	3	$5	$0	9	5
Kentucky	3	1	$3,625	1	1	1	$0	$0	1	0
Louisiana	18	12	$137,344	6	12	7	$0	$300	1	0
Maine	9	2	$13,300	1	2	0	$0	$0	5	3
Maryland	97	56	$362,390	15	38	13	$50	$0	21	10
Massachusetts	15	9	$51,350	6	7	0	$0	$0	0	0
Michigan	14	0	$0	14	11	2	$0	$0	0	0
Minnesota	11	0	$0	7	7	4	$0	$0	3	1
Mississippi	10	4	$13,572	4	4	5	$0	$0	2	0
Missouri	35	4	$22,950	25	36	26	$0	$0	8	0
Montana	2	0	$0	1	0	0	$0	$0	1	0
Nebraska	10	4	$12,400	6	9	4	$25	$0	4	0
Nevada	43	25	$140,356	13	18	32	$0	$557	5	0
New Hampshire	8	2	$9,000	4	6	7	$0	$0	0	2
New Jersey	62	34	$246,384	14	31	38	$20	$1,050	8	6

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Analysis of Benefits from Hits

State	Total Hits	VEHICLES RECOVERED Number	VEHICLES RECOVERED Value	Wanted Persons Found	Persons Apprehended	Additional Charges	VALUE OF RECOVERED: Contraband	VALUE OF RECOVERED: Other Property	FOUND MISSING PERSONS Juveniles	FOUND MISSING PERSONS Adults
New Mexico	27	13	$96,439	8	13	8	$40	$3,500	4	2
New York	32	15	$113,875	16	28	17	$350	$0	1	1
North Carolina	20	6	$119,610	9	14	10	$0	$0	4	0
North Dakota	1	1	$400	0	0	0	$0	$400	2	0
Ohio	34	6	$41,000	26	31	27	$250	$2,910	1	2
Oklahoma	55	24	$77,972	24	30	14	$0	$2,350	3	2
Oregon	6	0	$0	5	6	1	$0	$0	1	0
Pennsylvania	60	9	$50,644	19	26	13	$0	$0	16	13
Rhode Island	15	4	$27,144	6	6	1	$0	$0	5	0
South Carolina	17	8	$74,200	7	11	6	$0	$350	2	0
South Dakota	7	5	$12,200	0	0	0	$0	$0	2	0
Tennessee	458	443	$2,998,346	15	40	19	$0	$3,000	0	0
Texas	121	28	$194,175	38	69	29	$200	$260	57	3
Utah	25	17	$72,664	6	4	8	$30	$2,100	0	0
Vermont	4	2	$17,500	3	3	1	$0	$0	0	0
Virginia	70	10	$40,360	59	66	4	$0	$0	3	0
Washington	15	1	$10,000	14	13	7	$0	$7,500	0	0
West Virginia	12	6	$45,072	5	5	2	$0	$0	0	1
Wyoming	13	1	$2,000	8	10	8	$0	$470	3	1
Totals	1,764	689	$5,828,418	621	885	481	$278,769	$36,379	236	60

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

State System Files and Interstate/Intrastate Hit Counts

State	STATE SYSTEM FILES: Wanted Persons	Missing Persons	Vehicles	Total Hits	Inter-State Hits	Intra-State Hits
Alabama	yes	yes	yes	30	30	0
Alaska	yes	yes	yes	7	7	0
Arizona	yes	no	yes	88	86	2
Arkansas	yes	no	yes	12	12	0
California	yes	no	yes	50	38	12
Colorado	yes	yes	yes	10	10	0
Connecticut	yes	yes	yes	15	15	0
Delaware	yes	yes	yes	0	0	0
Florida	yes	yes	yes	102	102	0
Georgia	yes	yes	yes	26	26	0
Hawaii	no	no	no	14	13	1
Idaho	no	no	no	13	10	3
Illinois	yes	yes	yes	26	26	0
Indiana	yes	yes	yes	10	10	0
Iowa	yes	yes	yes	7	7	0
Kansas	no	no	no	25	10	15
Kentucky	yes	yes	yes	3	3	0
Louisiana	no	no	no	18	7	11
Maine	no	no	no	9	4	5
Maryland	yes	no	yes	97	76	21
Massachusetts	yes	yes	yes	15	15	0
Michigan	yes	yes	yes	14	14	0
Minnesota	yes	no	yes	11	7	4
Mississippi	no	no	yes	10	8	2
Missouri	yes	yes	yes	35	35	0
Montana	yes	no	yes	2	1	1
Nebraska	yes	no	yes	10	9	1
Nevada	no	no	no	43	18	25

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

State System Files and Interstate/Intrastate Hit Counts

State	STATE SYSTEM FILES: Wanted Persons	Missing Persons	Vehicles	Total Hits	Inter-State Hits	Intra-State Hits
New Hampshire	no	no	no	8	4	4
New Jersey	yes	no	yes	62	48	14
New Mexico	no	no	no	27	13	14
New York	yes	yes	yes	32	32	0
North Carolina	yes	yes	yes	20	19	1
North Dakota	no	no	no	1	0	1
Ohio	yes	yes	yes	34	34	0
Oklahoma	no	no	no	55	25	30
Oregon	yes	yes	yes	6	6	0
Pennsylvania*	yes	no	yes	60	25	35
Rhode Island	no	no	yes**	15	4	11
South Carolina	no	no	yes	17	16	1
South Dakota	no	no	no	7	0	7
Tennessee	no	no	no	458	15	443
Texas	yes	no	yes	121	70	51
Utah	no	no	no	25	6	19
Vermont	no	no	no	4	3	1
Virginia	yes	yes	yes	70	70	0
Washington	yes	yes	yes	15	15	0
West Virginia	no	no	no	12	9	3
Wyoming	no	no	no	13	11	2
Totals				1,764	1,024	740

*Records entered by Philadelphia PD are not in the state system.
**Vehicles reported stolen in past 30 days.

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Participation and Hit Counts

State	Agencies Selected	Agencies Partici-pating	Agencies Reporting NCIC Hits	Vehicle Hits	Wanted Person Hits	Missing Person Hits	Total Hits
Alabama	32	27	10	11	18	1	30
Alaska	16	10	5	0	7	0	7
Arizona	20	15	11	40	38	10	88
Arkansas	14	14	6	1	11	0	12
California	69	43	18	10	26	14	50
Colorado	18	12	5	3	4	3	10
Connecticut	14	14	7	10	5	0	15
Delaware	2	2	0	0	0	0	0
Florida	43	38	22	23	61	18	102
Georgia	84	84	12	10	13	3	26
Hawaii	3	3	1	0	14	0	14
Idaho	10	10	4	2	9	2	13
Illinois	36	32	10	7	16	3	26
Indiana	39	39	5	7	2	1	10
Iowa	29	28	5	0	6	1	7
Kansas	21	16	6	11	4	10	25
Kentucky	12	10	1	1	1	1	3
Louisiana	26	13	4	12	6	0	18
Maine	10	10	3	2	1	6	9
Maryland	23	23	10	57	15	25	97
Massachusetts	38	37	7	9	6	0	15
Michigan	44	42	9	0	14	0	14
Minnesota	28	28	7	0	7	4	11
Mississippi	19	11	3	4	4	2	10
Missouri	32	23	10	5	25	5	35
Montana	5	5	2	0	1	1	2
Nebraska	16	13	5	3	6	1	10
Nevada	7	7	4	25	13	5	43
New Hampshire	8	8	4	2	4	2	8

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Participation and Hit Counts

State	Agencies Selected	Agencies Partici- pating	Agencies Reporting NCIC Hits	Vehicle Hits	Wanted Person Hits	Missing Person Hits	Total Hits
New Jersey	57	57	15	34	14	14	62
New Mexico	19	16	9	13	8	6	27
New York	83	83	6	15	16	1	32
North Carolina	44	44	10	7	9	4	20
North Dakota	6	6	1	1	0	0	1
Ohio	54	52	20	5	26	3	34
Oklahoma	15	15	8	27	24	4	55
Oregon	10	9	3	0	5	1	6
Pennsylvania	108	103	31	10	19	31	60
Rhode Island	12	12	6	4	6	5	15
South Carolina	27	27	8	8	7	2	17
South Dakota	10	10	2	5	0	2	7
Tennessee	18	11	8	443	15	0	458
Texas	115	112	39	24	38	59	121
Utah	11	11	7	17	8	0	25
Vermont	5	5	2	1	3	0	4
Virginia	14	14	7	9	59	2	70
Washington	12	11	5	1	14	0	15
West Virginia	9	9	8	6	5	1	12
Wyoming	10	6	7	1	8	4	13
Totals	1,357	1,230	398	886	621	257	1,764

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Survey Hits and Inquiries

State	Survey Vehicle Hits	Survey Vehicle Inquiries	Survey Wanted Person Hits	Survey Missing Person Hits	Survey Wanted Person Inquiries
Alabama	11	11,630	18	1	11,558
Alaska	0	1,349	7	0	618
Arizona	40	7,205	38	10	18,878
Arkansas	1	1,333	11	0	4,149
California	10	27,574	26	14	65,873
Colorado	3	18,638	4	3	34,480
Connecticut	10	23,129	5	0	6,340
Delaware	0	2,479	0	0	216
Florida	23	13,090	61	18	87,611
Georgia	10	7,561	13	3	20,096
Hawaii	0	24	14	0	7,444
Idaho	2	7,712	9	2	2,347
Illinois	7	30,508	16	3	102,680
Indiana	7	4,999	2	1	15,711
Iowa	0	4,573	6	1	9,605
Kansas	11	10,454	4	10	4,717
Kentucky	1	2,447	1	1	4,074
Louisiana	12	11,303	6	0	1,036
Maine	2	6,223	1	6	10,412
Maryland	57	4,766	15	25	2,006
Massachusetts	9	298	6	0	28,892
Michigan	0	6,765	14	0	41,276
Minnesota	0	932	7	4	13,821
Mississippi	4	8,579	4	2	995
Missouri	5	164	25	5	42,177
Montana	0	3,897	1	1	3,649
Nebraska	3	5,969	6	1	4,606
Nevada	25	15,881	13	5	13,665

APRIL, 1988, NCIC VEHICLE AND WANTED PERSON FILES SURVEY

Survey Hits and Inquiries

State	Survey Vehicle Hits	Survey Vehicle Inquiries	Survey Wanted Person Hits	Survey Missing Person Hits	Survey Wanted Person Inquiries
New Hampshire	2	15,217	4	2	8,490
New Jersey	34	7,408	14	14	5,632
New Mexico	13	8,628	8	6	4,130
New York	15	46,756	16	1	72,751
North Carolina	7	6,634	9	4	3,056
North Dakota	1	3,299	0	0	795
Ohio	5	73,657	26	3	11,902
Oklahoma	27	8,712	24	4	2,276
Oregon	0	476	5	1	3,576
Pennsylvania	10	17,212	19	31	4,852
Rhode Island	4	10,668	6	5	4,761
South Carolina	8	2,334	7	2	1,645
South Dakota	5	3,599	0	2	1,021
Tennessee	443	20,304	15	0	4,513
Texas	24	10,985	38	59	82,543
Utah	17	1,344	8	0	2,231
Vermont	1	2,355	3	0	1,064
Virginia	9	4,591	59	2	16,434
Washington	1	3,399	14	0	24,540
West Virginia	6	4,024	5	1	618
Wyoming	1	3,454	8	4	2,980
Totals	886	494,538	621	257	818,742

APPENDIX B

NCIC Vehicle and Wanted Person Files Survey
Training Aid

Purpose of the Survey

The purpose of the survey is to collect data on benefits resulting from the use of the NCIC Vehicle and Wanted Person Files. Since each Vehicle File and Wanted Person File inquiry is also automatically searched in the Missing Person File, survey participants will also tabulate results for missing person hits resulting from vehicle and wanted person inquiries during the survey period. The data will be collected during April, 1988, from a random sample of law enforcement agencies who made inquiries in the NCIC Vehicle and Wanted Person Files during the selection month (November, 1987). During the period February 19 through March 31, 1988, each Control Terminal Officer (CTO) is requested to train operators and managers in participating agencies in the use of the data collection form, NCIC Vehicle and Wanted Person Files Survey Worksheet, and distribute the form. During the two weeks following April 30, 1988, the CTO should collect the forms from participating agencies and compile the totals for his/her state. All copies of the form with compiled totals should be mailed to FBI NCIC no later than May 16, 1988. FBI NCIC will then combine totals for all survey participants, analyze the results, make projections, and prepare a report.

The survey objective is to count the number of valid operational hits and certain specific benefits derived from each hit confirmed with the entering agency. Survey participants will not count as a hit an NCIC record received in response to an administrative inquiry made for the purpose of training or reviewing records.

Collecting the Data

Starting at 12:01 a.m. on April 1, 1988, each participating terminal agency is requested to log on the Worksheet each valid operational NCIC hit record received in response to an inquiry on a vehicle or a wanted person by recording the date of the hit (first column), the ORI of the agency requesting the inquiry (second column), the ORI of each hit record (third column), the NCIC Number of each hit record (fourth column), and any and all of the enumerated counts and values shown on the Worksheet and explained on the following pages.

The success of the survey depends on the extent of follow-up on the results of each valid operational hit. The procedure used to chronicle the information is also important. Each hit record should be listed on a separate line. It is suggested that the terminal manager or his/her designee handle the follow-up on hits for each shift during the 30 days of the survey.

The CTO should use the back of the Survey Worksheet to compile the totals for all participating agencies in his/her state.

Guidelines for the Worksheet Numbered Columns

The following are instructions for listing survey data in the numbered columns:

Column Numbered 1 - No. of Vehicles Recovered

Record a vehicle recovered for each automobile, truck, airplane, construction equipment, farm equipment, motorcycle, snowmobile, recreational vehicle, or trailer recovered as a result of a hit on an NCIC vehicle or person record.

Column Numbered 2 - Value of Vehicles Recovered

List the fair market value of each vehicle when it is recovered.

Column Numbered 3 - No. of Wanted Persons Found

Count each wanted person found as a result of a hit on an NCIC wanted person record.

Column Numbered 4 - No. of Persons Apprehended

Record the total number of persons apprehended as a result of a vehicle, wanted, or missing person hit on the System. For example, a person who is driving a vehicle which is indexed as stolen in NCIC might be arrested even though he/she is not the subject of a wanted person record in NCIC. In another example, the individual accompanying a hit subject (either wanted person or missing person) may be arrested because of his/her association with the hit subject or because the NCIC hit provided probable cause for further investigation and that investigation uncovered contraband or other incriminating evidence.

Column Numbered 5 - Wanted or Missing Person's Year of Birth

Record the year of birth for each wanted or missing person hit subject from the Date of Birth (DOB) Field in the hit record. Recording the year of birth will permit analysis of survey data to show the range in age of such persons.

Column Numbered 6 - Offense in Wanted Person Record

Show the offense for which a wanted person hit subject is arrested by listing the appropriate offense literal code from the 20 offense translations shown at the bottom left-hand side of the Survey Worksheet. Recording the offense for which a wanted person is arrested permits analysis of the survey data to show the types of offenders being removed from society as a result of NCIC usage.

Column Numbered 7 - Date of Theft Report/Warrant/Last Contact

In this column, record the date of theft from each Vehicle File hit, the date of warrant from each Wanted Person File hit, and the date of last contact from each Missing Person File hit. In the analysis of survey results, FBI NCIC will compare this date with the date of hit (first column) to show the age of records which are the subjects of hits in the survey and the value of timely entry of records.

Column Numbered 8 - Armed

An armed person is any individual with a weapon in his/her possession at the time of arrest. A weapon is a gun, knife, baseball bat, or any object carried for the purpose of inflicting bodily harm. Show whether a hit subject was armed or unarmed or such information was not available by recording one of three codes for this column listed at the bottom center of the Survey Worksheet.

Column Numbered 9 - Caution Indicator

Record whether a caution indicator was in the hit record by entering one of two codes for this column listed at the bottom center of the Worksheet. Recording whether a caution indicator is in hit records will facilitate showing how often the Vehicle, Wanted Person, and Missing Person Files provide law enforcement with forewarnings of possible danger.

Column Numbered 10 - Wanted/Missing Person Hit Results

Show the results of each wanted or missing person hit by entering the appropriate hit result code from the five listed at the bottom second from right-hand side of the Worksheet. Collecting the results of each wanted or missing person hit will permit analysis of the dispositions of hits tabulated during the survey.

Column Numbered 11 - Hit Basis

Record whether the hit was based on a search of personal data or vehicle data by entering one of two codes listed at the bottom right-hand side of the Worksheet. Recording whether hits are based on personal or vehicle data will permit comparisons of the two to show the relative frequency of each type of search in retrieving hit records.

Column Numbered 12 - No. of Additional Charges

Enter the total number of additional charges brought against a person other than the charge for which arrested as a result of an NCIC vehicle, wanted, or missing person hit. Tabulating any additional charges brought against a person arrested as a result of an NCIC hit in the survey will facilitate showing added benefits of providing solutions to pending cases.

Column Numbered 13 - Value of Recovered Contraband

Contraband is anything that is illegal by its nature, such as drugs and unregistered guns. Record the street value of recovered illegal drugs and the fair market value of other contraband recovered as a result of a hit recorded during the survey.

Column Numbered 14 - Value of Recovered Property Other Than Vehicles

Examples of recovered property other than vehicles are money taken in a robbery and property taken in a burglary. Record the fair market value of the property when it is recovered.

Column Numbered 15 - No. of Missing Juveniles Found

Record the number of missing juveniles located as a result of use of the NCIC Vehicle and Wanted Person Files during the survey period. Even if a missing juvenile is not the subject of an NCIC Missing Person File record but happens to be the companion of a wanted person located as a result of a hit on the Wanted Person File, the location of the missing juvenile is the result of the use made of the Wanted Person File and should be counted in the survey. In a similar manner, an inquiry on a vehicle may match a Missing Person File record for a juvenile, and the results of such a hit would be counted in the survey. Also, if the missing juvenile is found because he/she is a passenger or the driver of a vehicle which is the subject of a Vehicle File hit, the found missing juvenile would be counted as a benefit resulting from use of the Vehicle File.

Column Numbered 16 - No. of Other Missing Persons Found

Record the number of missing persons other than juveniles located as a result of use of the NCIC Vehicle and Wanted Person Files during the survey period. Even if a missing person is not the subject of an NCIC Missing Person File record but is the companion of a located wanted person or is a passenger or the driver of a vehicle which is the subject of a Vehicle File hit, the found missing person would be counted as a benefit resulting from use of the Vehicle File or the Wanted Person File.

TIMELINESS, ACCURACY, AND PROBABLE CAUSE

An area of concern to all users of computerized criminal justice information is the accuracy of the information contained in the System. With the availability of modern technology, practically every minute of the day law enforcement officers make routine record checks of the NCIC to determine whether or not an individual is wanted or an item of personal property is stolen. The validity of this information is extremely important as a "hit" on the System can serve as reasonable suspicion for detention.

The use of computer-generated information raises legal issues where the arrest has been made by a law enforcement officer based on information received which later proves to have been inaccurate at the time of the arrest. Litigation resulting from these types of arrests occurs periodically. In United States v. Mackey, 387 Fed Supp. 1121 (1975), the defendant was arrested solely on the basis of computer-generated information that he was wanted in another state for probation violation, when in fact, the warrant had been satisfied five months earlier. Suppressing the evidence seized from the defendant, the court concluded "that a computer inaccuracy of this nature and duration, even if unintended, amounted to a capricious disregard for the rights of the defendant as a citizen of the United States" and went on to hold that there had been a deprivation of due process of law. The court indicated the "stale" information did constitute an infringement of the plaintiff's rights and this infringement was "perpetrated primarily with the assistance of a mindless automation controlled by the government." In the case of People v. Jones, 443 N.Y.S.2d 298 (1981), the issue was whether or not it was unlawful to arrest the driver of an automobile on the basis of a false and erroneous computer-generated notification that the automobile had been stolen three months earlier, when it had actually been recovered three days after the theft, but the record had never been canceled. The court held "absent satisfactory explanation, and here there was none at all, a three month failure to correct or update the police computer records is unreasonable and unacceptable. While some delay is to be expected, the People have the burden of establishing that the three month delay in permitting the records to remain uncorrected was not the fault of the police, whether negligent or intentional." Therefore, the lack of timeliness on behalf of the contributing agency led the court to conclude that the police conduct was unlawful and the evidence must be suppressed.

An article in the Fordham Urban Law Journal, Volume X, 1981-1982, Number 3, discussed the case of Whitley v. Warden, 401 U.S. 560 (1971), concerning a defendant's motion to suppress evidence seized incident to an arrest based on inaccurate computer records. The article stated, "The Fourth Amendment allows room for police mistakes, as long as they are errors of reasonable men, acting on facts leading sensibly to their conclusions of probability. In addition, the Fourth Amendment does not require a standard of certainty, but requires that a source of information be reliable. Finally, to invalidate an arrest solely because information relied upon in making the arrest later proves to be inaccurate, without a showing of unreasonableness on the part of the law enforcement agencies involved with the arrest, does not advance the deterrent purpose of the exclusionary rule." The exclusionary rule being that which would preclude the introduction of evidence which had been obtained via an illegal arrest. In a recent California Supreme Court case, People v. Ramirez, 194 Cal. Rptr. 454 (1983), the court considered the validity of an arrest and the seizure of evidence incidental to that arrest. Facts of the case indicate that a police officer saw the defendant standing with another man in front of a closed business establishment. The inquiring officer questioned the two men and radioed for a warrant check through the police computer system. the response obtained from the dispatcher indicated there was an outstanding arrest warrant for the defendant; the officer subsequently arrested him. Search incidental to the arrest of Ramirez revealed a tinfoil packet containing a controlled substance. The arrest warrant on which the computer record was based had been recalled six months earlier but had not been cleared from the system. Ramirez was convicted on the drug possession charge and appealed to the State Court of Appeals. The Appeals Court upheld the lower court decision. The case was appealed to the California Supreme Court which held that an officer should not rely solely on unverified information to make an arrest. One should attempt to use a standard of reasonableness to ensure that the information which is being used to establish probable cause is valid. The court stated, " An arrest made on the basis of data which a law enforcement agency knew or should have known were in error because of inadequate or negligent record keeping is invalid; test is not merely good faith of individual officer in field but good faith of law enforcement agencies of which he is a part... An arrest based solely on a recalled warrant is made without probable cause; therefore, fruits of search incident to such an arrest must be suppressed... Suppressing the fruits of an arrest made on a recallable warrant will deter further misuse of the computerized criminal information systems and foster more diligent maintenance of accurate and current records."

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It has been emphasized that an NCIC hit alone does not furnish probable cause to arrest. The hit is only one factor which the officer must consider in conjunction with other circumstances before taking action. The inquiring agency must communicate immediately with the originating agency to verify the accuracy of the hit. This policy, known as the "ten minute hit confirmation" rule, requires the originating agency to, within ten minutes of the hit communication, either confirm the accuracy of the hit information, inform the inquiring agency the record is no longer accurate, or give notice of the specific amount of time necessary to confirm or reject the hit. Accordingly, although serving as reasonable suspicion for detention, an arresting officer should not assume the NCIC information to be accurate until it is verified with the originating agency. When the arresting officer does not make an immediate attempt to verify this information, probable cause likely has not been established and the arrest could be invalidated. This seems to be the line of logic and reasoning that is currently being taken by the courts. In order to ensure valid arrests and seizures of evidence and protect our police officers, the users of the System must ensure that the information which they have entered into the computerized system is valid, timely, and accurate and that all NCIC hits are immediately confirmed.

Another means NCIC uses to ensure the timeliness and accuracy of records is through validations. It is very important that the information contained within any computerized criminal justice information system is accurate, timely, and not "stale" information. Validation procedures currently in place allow for periodic verification of the accuracy and timeliness of the information in the NCIC System. NCIC periodically sends listings of records on file to Control Terminal Agencies (CTAs) for validation purposes. The CTA is to certify that it has validated its records and /or has received certification from each originating agency under its service jurisdiction that it has validated its records. Validation certification means that: (1) the records contained on the validation listing have been reviewed by each originating agency; (2) each record which is no longer current has been removed from NCIC and each record remaining in the System is valid and active; (3) each record contains all available information; and (4) the information contained in each record is accurate. If a CTA has not received certification response from an agency under its service jurisdiction within a specified period of time, the CTA is required to purge from NCIC all records which are the subject of that agency's validation listing. If a CTA fails to certify any validation listing to the NCIC within the specified time, NCIC will purge all of that state's unvalidated records.

In conclusion, accurate and up-to-date data is essential in order for each agency to fulfill its criminal justice functions. A cooperative effort between agencies provides for the efficient handling of these matters.

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JUVENILE
WANTED PERSONS

The current criteria for entry of a juvenile into the Wanted Person File are:

Category 1 A juvenile who has been adjudged delinquent and is subject to the jurisdiction of the court making such adjudication, or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court; and

a) who has escaped from an institution or agency vested with the legal custody or supervision of such juvenile;
or
b) who has absconded while on probation or parole.

Category 2 Juveniles who have been charged with the commission of a delinquent act that would be a crime if committed by an adult, and who have fled from the state where the act was committed.

As of August 1, 1989, 1,390 Category 1 juveniles and 1,810 Category 2 juveniles had been entered in the Wanted Person File.

All NCIC System users are authorized to access (enter and retrieve) Category 1 records. Agencies in those states which have not adopted the Rendition Amendment to the Interstate Compact on Juveniles are barred programmatically from either entering Category 2 records or receiving a positive response on a Category 2 record entered by an agency in another state. As of the recent adoption of the Rendition Amendment by Minnesota, 41 states and the District of Columbia have adopted this amendment.

The states currently not receiving or able to enter Category 2 records are:

Alaska, Connecticut, Hawaii, Michigan, Nebraska, North Dakota, Ohio, South Dakota, and Tennessee.

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INTERSTATE IDENTIFICATION INDEX

The criminal records of almost 12 million individuals are available through the Interstate Identification Index (III). This File continues to grow at a rate of about 60,000 new records per month as people are arrested and fingerprinted for the first time.

Some information and guidelines for using III records follow:

o The III is a fingerprint-based system of records, i.e., new records are indexed by the FBI on the basis of a criminal fingerprint card being received for a person. Law enforcement agencies, therefore, both use and contribute to the File. It is as important today as ever that fingerprint cards be completed properly and submitted for each criterion arrest; otherwise, the integrity of the File suffers.

o Agencies in all states have been access to the III. Twenty state agencies are considered full Program participants because they provide records from their state files in response to III transactions. The FBI provides the criminal history records for individuals arrested in the remaining states, U. S. territorial possessions, and by Federal agencies. The FBI also provides arrest data submitted by some foreign police agencies on U.S. citizens arrested in their country.

The 20 record-providing states are:

California Michigan Oregon
Colorado Minnesota
Pennsylvania Connecticut
Missouri South Carolina
Delaware New Jersey Texas
Florida New York Virginia
Georgia North Carolina
Wyoming Idaho Ohio

o Names and aliases indexed in III are generally those reported to the FBI on fingerprint cards or entered by one of the 20 participating state agencies based on a document in their files. The Name Field usually contains the first name reported to the FBI. This may or may not be the person's "true name." In cases where a person's "true name" is reported after the initial arrest, it will appear as an alias. Keeping this in mind, names and aliases should be given about equal weight when attempting to associate a record with an individual.

o The criminal records indexed in III represent (1) all people born in 1956 or later with an FBI record, (2) persons born prior to 1956 whose first arrest was submitted to the FBI in 1974 or later, and (3) selected older records converted to the automated systems for certain fugitives and repeat offenders. Regardless of the subject's year of birth, users should always check III before contacting the FBI Identification Division for a name search or copy of a subject's record.

o Thousands of changes are made daily to the millions of records indexed in III. These changes are the result of new arrests, disposition of cases, record expungements, changes in custodial status, etc. Because of this, users should not routinely keep III record responses in a file for later use. Usually, a new record should be requested each time a person's record is needed.

o There is currently no direct link between the NCIC Wanted Person File and III, although, sometimes NCIC wanted notices will appear in FBI identification records obtained through III. These wanted notices are copied into identification records through a semiautomated procedure as follows: When a wanted person record is entered in NCIC with an FBI number, or an FBI number is added later to a wanted person record, a copy of the record is printed for posting by Identification Division personnel. Cancellations are handled similarly. As a general rule, III should not be relied upon to provide wanted person data. More than half of the records indexed in III are provided by the states and do not contain any NCIC wanted data. There is currently a time delay in getting wanted person data posted and canceled from FBI identification records, and the FBI identification records do not contain wanted person data entered into NCIC without an FBI number. Users always should make a wanted person query in addition to a III transaction for determining a subject's wanted status.

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ESCAPEES ARRESTED AFTER ALMOST A DECADE OF FREEDOM

On December 8, 1987, an officer with the Maryland State Police stopped a vehicle near a JFK Highway toll booth. The driver was unable to pay $1.00 toll and was requested to sign a promissory note for the amount of the toll. As a matter of routine, the officer requested an NCIC check on the driver. A negative response was received. The car had been rented by an individual other than the driver, and a second inquiry was requested on the rented based on the information obtained from the rental papers found in the car. This inquiry matched a wanted person record entered by the North Carolina Department of Corrections, Fugitive Unit. The subject of the record had escaped from the New Hanover Correctional Unit on July 2, 1977. Since the driver was not the subject of the wanted person record and to avoid tipping off the driver, the officer allowed him to proceed.

Using the information listed on the rental papers, the State Police went to the given address; however, there was no one living at that location. The police then secured the cooperation of personnel with the car rental agency who were able to contact the renter by phone. Since the car was overdue in its return, the rental agency employee instructed the man to report to the State Police barracks in Forestville, Maryland, to sign a release form. When the individual arrived at the barracks on December 11, he was arrested. It is an interesting fact of this case that the fugitive had used a credit card (issued in his true name) to rent the car for his friend. Apparently, the friend did not possess such a card, which was a requirement of the rental agency. The fugitive was returned to North Carolina prison officials to serve the remainder of two five-to-seven-year sentences on drug offenses. Additional sentencing on the escape is pending.

Maryland's efforts were reciprocated when an escapee from a Maryland prison was arrested in another state. On February 7, 1988, an officer with the Missouri Highway Patrol in Lees Summit was working at a local truck weigh station when he requested one of the truck drivers to pull over for a routine check of all pertinent papers. As part of this procedure, the officer made an NCIC check on the name and date of birth from the driver's license. The response provided a wanted person entered by the State Police in Haggerstown, Maryland. The truck driver was an escapee from the Maryland correctional Training Center in Hagerstown where he was serving a 15-year sentence for armed robbery. He had escaped on March 15, 1979.

During those nine years, the escapee apparently lived a straight, crime-free life. He married and became the father of two children. Not once did

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he even get a speeding routine check, the subject would have remained a fugitive.

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FOR INVESTIGATIONS ONLY

The more you know about an individual, the better the chance of locating him or her. The Interstate Identification Index (III) contains a great deal of information on individuals with criminal records. There are over eight million records in the III File, and each includes personal identifying characteristics for these individuals. Before entering an NCIC Wanted Person File record, you should make a III inquiry to see if a criminal history record exists for the subject. If so, chances are good that the III response can furnish you with more information about the subject (e.g., alias additional dates of birth used, scars, tattoos, etc.). Also, the response may give you correct or more specific information. All of this "new" information can aid in an investigation and should be included in a wanted person record entry.

Obviously, you may not always get a positive response from the III File. A III "no record" response advises that this response ...DOES NOT PRECLUDE THE POSSIBLE EXISTENCE OF MATCHING RECORDS IN LOCAL, STATE, OR FBI IDENTIFICATION DIVISION FILES..." The FBI Identification Division maintains approximately 14 million additional manual criminal records accessible through fingerprint submissions directly to the FBI Identification Division. Identification Division personnel are available to assist criminal justice agencies on special expedite requests.

Carrying your investigation one step further to your state identification bureau, the III, or the FBI Identification Division can mean the difference in whether or not a complete and accurate record is established. Therefore, you have increased the amount of lead information available as well as the probability of apprehending the subject.

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"THE INTERSTATE COMPACT ON JUVENILES

"The contracting states solemnly agree:

"ARTICLE I—Findings and Purposes

"That juveniles who are not under proper supervision and control, or who have absconded, escaped or run away, are likely to endanger their own health, morals and welfare, and the health, morals and welfare of others. The cooperation of the states party to this compact is therefore necessary to provide for the welfare and protection of juveniles and of the public with respect to (1) cooperative supervision of delinquent juveniles on probation or parole; (2) the return, from one state to another, of delinquent juveniles who have escaped or absconded; (3) the return, from one state to another, of non-delinquent juveniles who have run away from home; and (4) additional measures for the protection of juveniles and of the public, which any two or more of the party states may find desirable to undertake cooperatively. In carrying out the provisions of this compact the party states shall be guided by the non-criminal, reformative and protective policies which guide their laws concerning delinquent, neglected or dependent juveniles generally. It shall be the policy of the states party to this compact to cooperate and observe their respective responsibilities for the prompt return and acceptance of juveniles and delinquent juveniles who become subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the foregoing purposes.

"ARTICLE II—Existing Rights and Remedies

"That all remedies and procedures provided by this compact shall be in addition to and not in substitution for other rights, remedies and procedures, and shall not be in derogation of parental rights and responsibilities.

"ARTICLE III—Definitions

"That, for the purposes of this compact, 'delinquent juvenile' means any juvenile who has been adjudged delinquent and who, at the time the provisions of this compact are invoked, is still subject to the jurisdiction of the court that has made such adjudication or to the jurisdiction or supervision of any agency or institution pursuant to an order of such court; 'probation or parole' means any kind of conditional release of juveniles authorized under the laws of the states party hereto; 'court' means any court having jurisdiction over delinquent, neglected or dependent children; 'state' means any state, territory or possessions of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; and 'residence' or any variant thereof means a place at which a home or regular place of abode is maintained.

"ARTICLE IV—Return of Runaways

"(a) That the parent, guardian, person or agency entitled to legal custody of a juvenile who has not been adjudged delinquent but who has run away without the consent of such parent, guardian, person or agency may petition the appropriate court in the demanding state for the issuance of a requisition for his return. The petition shall state the name and age of the juvenile, the name of the petitioner and the basis of entitlement to the juvenile's custody, the circumstances of his running away, his location if known at the time application is made, and such other facts as may tend to show that the juvenile who has run away is endangering his own welfare or the welfare of others and is not an emancipated minor. The petition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the document or documents on which the petitioner's entitlement to the juvenile's custody is based, such as birth certificates, letters of guardianship, or custody decrees. Such further affidavits and other documents as may be deemed proper may be submitted with such petition. The judge of the court to which this application is made may hold a hearing thereon to determine whether for the purposes of this compact the petitioner is entitled to the legal custody of the juvenile, whether or not it appears that the juvenile has in fact run away without consent, whether or not he is an emancipated minor, and whether or not it is in the best interest of the juvenile to compel his return to the state. If the judge determines, either with or without a hearing. That the juvenile should be returned, he shall present the appropriate court or to the executive authority of the state where the juvenile is alleged to be located a written requisition for the return of such juvenile. Such requisition shall set forth the name and age of the juvenile, the determination of the court that the juvenile has run away without the consent of a parent, guardian, person or agency entitled to his legal custody, and that it is in the best interest and for the protection of such juvenile that he be returned. In the event that a proceeding for the adjudication of the juvenile as a delinquent, neglected or dependent juvenile is pending in the court at the time when such juvenile runs away, the court may issue a requisition for the return of such juvenile upon its own motion, regardless of the consent of the parent, guardian, person or agency entitled to legal custody, reciting therein the nature and circumstances of the pending proceeding. The requisition shall in every case be executed in duplicate and shall be signed by the judge. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of such court. Upon the receipt of a requisition demanding the return of a juvenile who has run away, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing him to take into custody and detain such juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder. No juvenile detained upon such order shall be delivered over to the officer whom the court demanding him shall have appointed to receive him, unless he shall first be taken forthwith before a judge of a court in the state, who shall inform him of the demand made for his return and who may appoint counsel or guardian ad litem for him. If the judge of such court shall find that the requisition is in order, he shall deliver such juvenile over to the officer whom the court demanding him shall have appointed to receive him. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

"Upon reasonable information that a person is a juvenile who has run away from another state party to this compact without the consent of a parent, guardian, person or agency entitled to his legal custody, such juvenile may be taken into custody without a requisition and brought forthwith before a judge of the appropriate court who may appoint counsel or guardian ad litem for such juvenile and who shall determine after a hearing whether sufficient cause exists to hold the person, subject to the order of the court, for his own protection and welfare, for such a time not exceeding 90 days as will enable his return to another state party to this compact pursuant to a requisition for his return from a court of that state. If, at the time when a state seeks the return of a juvenile who has run away, there is pending in the state wherein he is found any criminal charge, or any proceeding to have him adjudicated a delinquent juvenile for an act committed in such State, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the juvenile being returned, shall be permitted to transport such juvenile through any and all states party to this compact, without interference. Upon his return to the state from which he ran away, the juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

"(b) That the state to which a juvenile is returned under this Article shall be responsible for payment of the transportation costs of such return.

"(c) That 'juvenile' as used in this Article means any person who is a minor under the law of the state of residence of the parent, guardian, person or agency entitled to the legal custody of such minor.

"ARTICLE V—Return of Escapees and Absconders

"(a) That the appropriate person or authority from whose probation or parole supervision a delinquent juvenile has absconded or from whose institutional custody he has escaped shall present to the appropriate court or to the executive authority of the state where the delinquent juvenile is alleged to be located a written requisition for the return of such delinquent juvenile. Such requisition shall state the name and age of the delinquent juvenile, the particulars of his adjudication as a delinquent juvenile, the circumstances of the breach of the terms of his probation or parole or of his escape from an institution or agency vested with his legal custody or supervision, and the location of such delinquent juvenile, if known, at the time the requisition is made. The requisition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the judgment, formal adjudication, or order of commitment which subjects such delinquent juvenile to probation or parole or to the legal custody of the institution or agency concerned. Such further affidavits and other documents as may be deemed proper may be submitted with such requisition. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of the appropriate court. Upon the receipt of a requisition demanding the return of a delinquent juvenile who has absconded or escaped, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing him to take into custody and detain such delinquent juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder. No delinquent juvenile detained upon such order shall be delivered over to the officer whom the appropriate person or authority demanding him shall have appointed to receive him, unless he shall first be taken forthwith before a judge of an appropriate court in the state, who shall inform him of the demand made for his return and who may appoint counsel or guardian ad litem for him. If the judge of such court shall find that the requisition is in order, he shall deliver such delinquent juvenile over to the officer whom the appropriate person or authority demanding him shall have appointed to receive him. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

"Upon reasonable information that a person is a delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with his legal custody or supervision in any state party to this compact, such person may be taken into custody in any other state party to this compact without a requisition. But in such event, he must be taken forthwith before a judge of the appropriate court, who may appoint counsel or guardian ad litem for such person and who shall determine, after a hearing, whether sufficient cause exists to hold the person subject to the order of the court for such a time, not exceeding 90 days, as will enable his detention under a detention order issued on a requisition pursuant to this Article. If, at the time when a state seeks the return of a delinquent juvenile who has either absconded while on probation or parole or escaped from an institution or agency vested with his legal custody or supervision, there is pending in the state wherein he is detained any criminal charge or any proceeding to have him adjudicated a delinquent juvenile for an act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the delinquent juvenile being returned, shall be permitted to transport such delinquent juvenile through any and all states party to this compact, without interference. Upon his return to the state from which he escaped or absconded, the delinquent juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

"(b) That the state to which a delinquent juvenile is returned under this Article shall be responsible for the payment of the transportation costs of such return.

"ARTICLE VI—Voluntary Return Procedure

"That any delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with his legal custody or supervision in any state party to this compact, and any juvenile who has run away from any state party to this compact, who is taken into custody without a requisition in another state party to this compact under the provisions of Article IV(a) or of Article V(a), may consent to his immediate return to the state from which he absconded, escaped or ran away. Such consent shall be given by the juvenile or delinquent juvenile and his counsel or guardian ad litem if any, by executing or subscribing a writing, in the presence of a judge of the appropriate court, which states that the juvenile or delinquent juvenile and his counsel or guardian ad litem, if any, consent to his return to the demanding state. Before such consent shall be executed or subscribed, however, the judge, in the presence of counsel or guardian ad litem, if any, shall inform the juvenile or delinquent juvenile of his rights under this compact. When the consent has been duly executed, it shall be forwarded to and filed with the compact administrator of the state in which the court is located and the judge shall direct the officer having the juvenile or delinquent juvenile in custody to deliver him to the duly

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accredited officer or officers of the state demanding his return, and shall cause to be delivered to such officer or officers a copy of the consent. The court may, however, upon the request of the state to which the juvenile or delinquent juvenile is being returned, order him to return unaccompanied to such state and shall provide him with a copy of such court order; in such event a copy of the consent shall be forwarded to the compact administrator of the state to which said juvenile or delinquent juvenile is ordered to return.

"ARTICLE VII—Cooperative Supervision of Probationers and Parolees

"(a) That the duly constituted judicial and administrative authorities of a state party to this compact (herein called 'sending state') may permit any delinquent juvenile within such state, placed on probation or parole, to reside in any other state party to this compact (herein called 'receiving state') while on probation or parole, and the receiving state shall accept such delinquent juvenile, if the parent, guardian or person entitled to the legal custody of such delinquent juvenile is residing or undertakes to reside within the receiving state. Before granting such permission, opportunity shall be given to the receiving state to make such investigations as it deems necessary. The authorities of the sending state shall send to the authorities of the receiving state copies of pertinent court orders, social case studies and all other available information which may be of value to and assist the receiving state in supervising a probationer or parolee under this compact. A receiving state, in its discretion, may agree to accept supervision of a probationer or parolee in cases where the parent, guardian or person entitled to the legal custody of the delinquent juvenile is not a resident of the receiving state, and if so accepted the sending state may transfer supervision accordingly.

"(b) That each receiving state will assume the duties of visitation and of supervision over any such delinquent juvenile and in the exercise of those duties will be governed by the same standards of visitation and supervision that prevail for its own delinquent juveniles released on probation or parole.

"(c) That, after consultation between the appropriate authorities of the sending state and of the receiving state as to the desirability and necessity of returning such a delinquent juvenile, the duly accredited officers of a sending state may enter a receiving state and there apprehend and retake any such delinquent juvenile on probation or parole. For that purpose, no formalities will be required, other than establishing the authority of the officer and the identity of the delinquent juvenile to be retaken and returned. The decision of the sending state to retake a delinquent juvenile on probation or parole shall be conclusive upon and not reviewable within the receiving state, but if, at the time the sending state seeks to retake a delinquent juvenile on probation or parole, there is pending against him within the receiving state any criminal charge or any proceeding to have him adjudicated a delinquent juvenile for any act committed in such state or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of the receiving state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of the sending state shall be permitted to transport delinquent juveniles being so returned through any and all states party to this compact, without interference.

"(d) That the sending state shall be responsible under this Article for paying the costs of transporting any delinquent juvenile to the receiving state or of returning any delinquent juvenile to the sending state.

"ARTICLE VIII—Responsibility for Costs

"(a) That the provisions of Articles IV(b), V(b) and VII(d) of this compact shall not be construed to alter or affect any internal relationship among the departments, agencies and officers of and in the government of a party state, or between a party state and its subdivisions, as to the payment of costs, or responsibilities therefor.

"(b) That nothing in this compact shall be construed to prevent any party state or subdivision thereof from asserting any right against any person, agency or other entity in regard to costs for which such party state or subdivision thereof may be responsible pursuant to Articles IV(b), V(b) or VII(d) of this compact.

"ARTICLE IX—Detention Practices

"That, to every extent possible, it shall be the policy of states party to this compact that no juvenile or delinquent juvenile shall be placed or detained in any prison, jail or lockup nor be detained or transported in association with criminal, vicious or dissolute persons.

"ARTICLE X—Supplementary Agreements

"That the duly constituted administrative authorities of a state party to this compact may enter into supplementary agreements with any other state or states party hereto for the cooperative care, treatment and rehabilitation of delinquent juveniles whenever they shall find that such agreements will improve the facilities or programs available for such care, treatment, and rehabilitation. Such care, treatment and rehabilitation may be provided in an institution located within any state entering into such supplementary agreement. Such supplementary agreements shall (1) provide the rates to be paid for the care, treatment and custody of such delinquent juveniles, taking into consideration the character of facilities, services and subsistence furnished; (2) provide that the delinquent juvenile shall be given a court hearing prior to his being sent to another state for care, treatment and custody; (3) provide that the state receiving such a delinquent juvenile in one of its institutions shall act solely as agent for the state sending such delinquent juvenile; (4) provide that the sending state shall at all times retain jurisdiction over delinquent juveniles sent to an institution in another state; (5) provide for reasonable inspection of such institutions by the sending state; (6) provide that the consent of the parent, guardian, person or agency entitled to the legal custody of said delinquent juvenile shall be secured prior to his being sent to another state; and (7) make provision for such other matters and details as shall be necessary to protect the rights and equities of such delinquent juveniles and of the cooperating states.

"ARTICLE XI—Acceptance of Federal and Other Aid

"That any state party to this compact may accept any and all donations: gifts and grants of money, equipment and services from the federal or any local government, or any agency thereof and from any person, firm or corporation, for any of the purposes and functions of this compact, and may receive and utilize the same subject to the terms, conditions and regulations governing such donations, gifts and grants.

"ARTICLE XII—Compact Administrators

"That the governor of each state party to this compact shall designate an officer who, acting jointly with like officers of other party states, shall promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

"ARTICLE XIII—Execution of Compact

"That this compact shall become operative immediately upon its execution by any state as between it and any other state or states so executing. When executed it shall have the full force and effect of law within such state, the form or execution to be in accordance with the laws of the executing state.

"ARTICLE XIV—Renunciation

"That this compact shall continue in force and remain binding upon each executing state until renounced by it. Renunciation of this compact shall be by the same authority which executed it, by sending six months' notice in writing of its intention to withdraw from the compact to the other states party hereto. The duties and obligations of a renouncing state under Article VII hereof shall continue as to parolees and probationers residing therein at the time of withdrawal until retaken or finally discharged. Supplementary agreements entered into under Article X hereof shall be subject to renunciation as provided by such supplementary agreements, and shall not be subject to the six months' renunciation notice of the present Article.

"ARTICLE XV—Severability

"That the provisions of this compact shall be severable and if any phrase, clause, sentence or provision of this compact is declared to be contrary to the constitution of any participating state or of the United States or the applicability thereof to any government, agency, person or circumstance is held invalid, the validity of the remainder of this compact and the applicability thereof to any government, agency, person or circumstances shall not be affected thereby. If this compact shall be held contrary to the constitution of any state participating therein, the compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters."

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WANTED PERSON FILE
SECTION 9--INTERSTATE COMPACT ON JUVENILES

Member States and Statutory Citations

Alabama: Ala. Code, Title 49, Sec. 10291 (1965)
Alaska: Al. Stat. 47.15.010 to 80 (1960)
Arizona: Ariz. Rev. Stat. 8-361 to 67 (1961)
Arkansas: Act No. 155 of 1961 (1961)
California: Welf. Code, Ch. 1363, Sec. 1300-1308 (1955)
Colorado: Colo. Rev. Stat. 24-60-701 to 8 (1957)
Connecticut: Conn. Gen. Stat., Sec. 17-75 to 81 (1957)
Delaware: Del. Laws, Ch. 64, Vol. 54 (1963)
Florida: Fla. Stat., Ch. 39.25 to 31 (1957)
Georgia: Act No. 1259 of 1972 (1972)
Hawaii: H.R.S., Sec. 582-1 (1955)
Idaho: Idaho Code, 16-1901-10, Ch. 194 (1961)
Illinois: I.R.S., Ch. 23, Sec. 2591 et seq.
Indiana: Acts of 1957, Ch. 98 (1957)
Iowa: Iowa Code, Ch. 231.14 (1961)
Kansas: Kan. Stat. 38-1001 to 7 (1965)
Kentucky: K.R.S. 208.600-990 (1960)
Louisiana: La. Rev. Stat. 46:1451 (1958)
Maine: Me. Rev. Stat., Title 34, Ch. 9, Sec. 181 (1955)
Maryland: Md. Ann. Code, Art. 41, Sec. 387 (1966)
Massachusetts: Ch. 687, Laws of 1955 (1955)
Michigan: Public Act 203, as amended (1958)
Minnesota: Minn. Stat. 260.51; Laws 1957, Ch. 892 (1957)
Mississippi: Miss. Code. Ann., Sec. 43-25 (1958)
Missouri: Mo. Rev. Stat., Sec. 210.570 (1955)
Montana: Mont. Rev. Codes, Sec. 10-1001 (1967)
Nebraska: Laws of 1963, Ch. 248, Sec. 43-1001 (1963)
Nevada: Nev. Rev. Stat. 214.010, Art. 4 (1957)
New Hampshire: N.H. Rev. Stat. Ann., 169-A-1 (1957)
New Jersey: N.J. Stat. Ann., 9:23-1 (1955)
New Mexico: N.M. Stat. Ann., 13-16-1 (1973)
New York: Unconsol. Laws, Sec. 1801, Title 5 (1955)
North Carolina: N.C. Gen. Stat. 110-64.1 (1965)
North Dakota: N.D. Cent. Code, 27-22-01 (1969)
Ohio: Ohio Rev. Code Ann., 2151.56 (1957)
Oklahoma: 10 Okla. Stat. 532 (1967)
Oregon: Oreg. Rev. Stat. 417 (1959)
Pennsylvania: 62 P.S. 731-35
Rhode Island: R.I. Gen. Laws, Title 14, Ch. 6 (1957)
South Carolina: S.C. Code, Sec. 55-65 (1970)
South Dakota: S.D. Comp. Laws, Ch. 26-12 (1961)
Tennessee: Tenn. Code Ann., 37-801 (1955)
Texas: Vern. Civil Stat., Art. 514e (1965)
Utah: Utah Code Ann., 55-12-1 (1955)
Vermont: Vt. Stat. Ann., Title 33, Sec. 551 (1968)
Virginia: Ch. 452, Acts of 1956 (1956)
Washington: Wash. Rev. Code, 13.24 (1955)
West Virginia: W. Va. Code, Art. 8, Chap. 49 (1963)
Wisconsin: Wisc. Stat., Sec. 48.991 (1957)
Wyoming: Wyo. Stat., 14-52.10 (1957)
Dist. of Col.: P.L. 91-358 of 1970 (1970)
Guam: P.L. 12-50 of 1973 (1973)
Congress: 48 Stat. 909 (1934)

Rendition Amendment

"This article shall provide additional remedies, and shall be binding only as among and between those party states which specifically execute the same.

"All provisions and procedures of Articles V and VI of the Interstate Compact on Juveniles shall be construed to apply to any juvenile charged with being a delinquent by reason of a violation of any criminal law. Any juvenile, charged with being a delinquent by reason of violating any criminal law shall be returned to the requesting state upon a requisition to the state where the juvenile may be found. A petition in such case shall be filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed. The petition may be filed regardless of whether the juvenile has left the state before or after the filing of the petition. The requisition described in Article V of the compact shall be forwarded by the judge of the court in which the petition has been filed."

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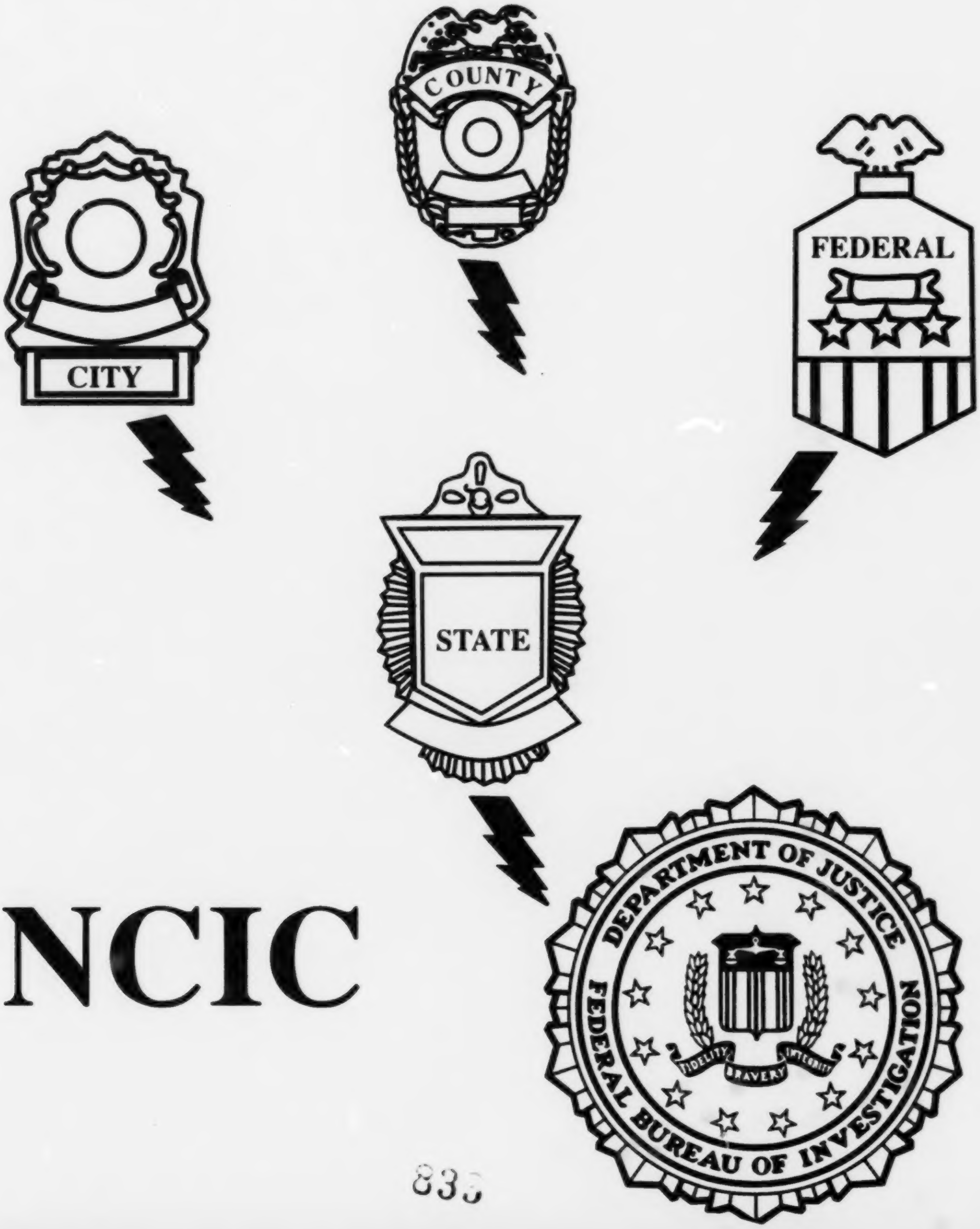
U.S.Department of Justice
Federal Bureau of Investigation

FOREIGN FUGITIVE FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
CITY
FEDERAL
STATE

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: FOREIGN FUGITIVE FILE

TITLE OF INSTRUCTION:	NCIC Foreign Fugitive File
TIME ALLOTTED:	One Hour
TARGET GROUP:	Full Access Terminal Operators
INSTRUCTOR:	
METHOD OF INSTRUCTION:	Lecture, Discussion, and Overhead Transparencies
DATE:	July 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF)
  Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from an NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC FOREIGN FUGITIVE FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Foreign Fugitive File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a foreign fugitive record for NCIC purposes.
2. State the purpose of an NCIC foreign fugitive record inquiry and locate transaction.
3. Describe the requirements for an NCIC foreign fugitive record inquiry and locate transaction.
4. List the responses that may be received in an NCIC foreign fugitive record inquiry and locate transaction.
5. Explain the cross-search capability of the Wanted Person File when a hit is generated on a foreign fugitive record.
6. Describe the policy issues and general information that may affect an NCIC foreign fugitive record inquiry and locate transaction.
7. State the retention period for an NCIC foreign fugitive record.

CRITERION TEST

DEFINITION SECTION

1. State the definition of a foreign fugitive for NCIC purposes.

INQUIRY SECTION

1. Record inquiries cannot be made into the NCIC Foreign Fugitive File, but an inquiry of the NCIC ________________ ________________ File may generate a hit on a foreign fugitive record.

2. List four occasions when an NCIC wanted person record inquiry should be made which may generate a hit on a foreign fugitive record:

3. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number(MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

4. No arrest can be made solely on the basis of a foreign fugitive record.

   a. True
   b. False

ENTRY SECTION

1. State the purpose of an NCIC foreign fugitive record entry.

2. Only INTERPOL, U.S. National Central Bureau (USNCB), and the Royal Canadian Mounted Police (RCMP) have the authority to enter records into the Foreign Fugitive File.

   a. True
   b. False

RETENTION PERIOD SECTION

1. State the retention period for an NCIC foreign fugitive record.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines a foreign fugitive as **an individual who is wanted by another country for committing a crime that would be a felony if committed in the United States.**

INQUIRY SECTION

1. An inquiry cannot be made into the NCIC Foreign Fugitive File, but an inquiry of the NCIC Wanted Person File may generate a hit on a foreign fugitive record.

2. NCIC wanted person record inquiries should be made on, but not limited to:

    a. **Suspected terrorists**

    b. **Individuals who have been temporarily detained.**

    c. **All persons charged with a crime (booked).**

    d. **Individuals who have escaped from prison.**

    e. **Suspicious individuals who have been required to show a driver's license.**

3. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

    a. Missing Person

    b. U.S. Secret Service Protective

    C. **Foreign Fugitive**

    d. Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon

4. **True**. No arrest can be made solely on the basis of a foreign fugitive record.

ENTRY SECTION

1. The purpose of an NCIC foreign fugitive record entry is **to place the individual(s) record into NCIC making the information available to authorized criminal justice agencies.**

2. **True**. Only INTERPOL, USNCB, and the RCMP have the authority to enter records into the Foreign Fugitive File.

RETENTION PERIOD SECTION

1. The retention period for an NCIC foreign fugitive record is the same as an NCIC wanted person record.

   NCIC foreign fugitive records **remain in NCIC indefinitely or until the record is cleared or canceled by the RCMP or the INTERPOL, USNCB.**

ITEMS AND MATERIALS

Overhead Transparencies, Projector, and Screen

OVERHEAD TRANSPARENCIES (OH):

FFF-OH	#1	NCIC Foreign Fugitive File
FFF-OH	#2	Definition of a Foreign Fugitive for NCIC Purposes
FFF-OH	#3	Categories of Records
FFF-OH	#4	Requirements for NCIC Wanted Person Record Inquiries
FFF-OH	#5	Example of Positive Response (Canadian Record)
FFF-OH	#6	Example of Positive Response (INTERPOL, USNCB Record)
FFF-OH	#7	Example of Positive Response (Stolen/Fraudulent Identifiers)
FFF-OH	#8	Example of Positive Response (Stolen/Fraudulent Identifiers) Continued
FFF-OH	#9	NCIC Wanted Person File Cross Search
FFF-OH	#10	Example of No Response
FFF-OH	#11	Example of Reject
FFF-OH	#11a	Hit Confirmation [Canadian Record(s)]
FFF-OH	#11b	Hit Confirmation [INTERPOL, USNCB Record(s)]
FFF-OH	#12	Example of $.L. (Locate Notification)
FFF-OH	#13	NCIC Foreign Fugitive Record Entry Criteria
FFF-OH	#14	NCIC Foreign Fugitive Record Entry Criteria Continued
FFF-OH	#15	Types of International Notices Entered in the Miscellaneous Field
FFF-OH	#16	NCIC Foreign Fugitive File Record Retention Period

HANDOUT MATERIALS (HD):

FFF-HD	#1	Title 18, U.S. Code, Section 3184
FFF-HD	#2	NCIC File Reference Card

I. INTRODUCTION

THIS ONE-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC FOREIGN FUGITIVE FILE.

The Foreign Fugitive File, created in 1987, contains wanted person information on fugitives wanted in Canada and around the world.

As of January 1, 1992, there were 632 records entered into the Foreign Fugitive File.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Foreign Fugitive File. Effective utilization of the NCIC Foreign Fugitive File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

References

OH #1

IO - INSTRUCTIONA OBJECTIVE

OH - OVERHEAD TRANSPARENCY

HD - HANDOUT MATERIAL

II. DEFINITION OF A FOREIGN FUGITIVE FOR NCIC PURPOSES

OH #2

IO #1

NCIC defines a foreign fugitive as an individual who is wanted by another country for committing a crime that would be a felony if committed in the United States. The definition includes, but is not limited to:

International Drug Traffickers
Terrorists
Escapees
Arsonists
Embezzlers

INSTRUCTOR'S NOTE: CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR SPECIFIC OFFENSES AS THEY MAY VARY.

OH #3

There are two categories of records: **Canadian** and **International Criminal Police Organization (INTERPOL), United States National Central Bureau (USNCB).** A **Canadian record** may be in the NCIC Foreign Fugitive File for individuals who are wanted for violations of the **Criminal Code of Canada** for whom there is an outstanding Canada-wide warrant.

With the creation of INTERPOL in 1923, cooperation among police agencies in different countries became a reality. As of November 4,1991, there were 158 member countries, and within each member country there is a central point of contact known as the **National Central Bureau (NCB)**. In the United States, the **United States National Central Bureau (USNCB)** is the central point of contact.

An INTERPOL, USNCB record may be in the NCIC Foreign Fugitive File when the wanting country has an **outstanding arrest warrant** for a crime that would be a **felony** if committed in the United States.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

III. INQUIRY OF NCIC FOREIGN FUGITIVE RECORD

A. Purpose

IO #2

The purpose of an NCIC wanted person record inquiry is to determine if a record is in NCIC. As a result of inquiries made into the NCIC Wanted Person File, **hits** may be generated on **Canadian** record(s) and/or **INTERPOL, USNCB** record(s). Inquiries should be made on, but are not limited to:

1. Suspected terrorists.
2. Individuals who have been temporarily detained.
3. All persons charged with a crime (booked).
4. Individuals who have escaped from prison.
5. Suspicious individuals who have been required to show a driver's license.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT INQUIRIES CANNOT BE MADE INTO THE NCIC FOREIGN FUGITIVE FILE. A SEARCH OF THE NCIC WANTED PERSON FILE MAY GENERATE A HIT ON A FOREIGN FUGITIVE, USSS PROTECTIVE, MISSING PERSON AND BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON, LICENSE PLATE, VEHICLE , AND BOAT FILES.

B. Requirements

OH #4

IO #3

Record inquiries cannot be made into the Foreign Fugitive File; therefore, the same requirements used to search the Wanted Person File will search the Foreign Fugitive File. To inquire on a wanted person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to **NAME (NAM)** and, one or more, or all of the following fields:

a. Date of Birth (DOB)
b. *FBI Number (FBI)
c. Miscellaneous Number (MNU)
d. *Social Security Number (SOC)
e. Operator's License Number (OLN)
f. License Plate Number (LIC)**
g. Vehicle Identification Number (VIN)**
h. Originating Agency Case Number (OCA)

***Most foreign fugitives have a passport or country identification number which is entered into the MNU Field.**

****Inquiries using VIN and/or LIC cn be made without name.**

Additionally, the NCIC Number (NIC) can be used separately, but must be preceded by the MKE and ORI.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA. ALSO REFER TO THE NCIC WANTED PERSON FILE LESSON PLAN PART III. INQUIRY OF NCIC WANTED PERSON RECORD.

C. Interpreting Responses **IO #4**

An NCIC wanted person record inquiry will cause the NCIC computer to transmit one of the following responses:

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active wanted person record(s). **and** **OH #5,6** **OH #7,8**

2. **Cross search** - an inquiry into the NCIC Wanted Person File searches the **Foreign Fugitive**, Missing Person, U.S. Secret Service Protective, and the Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon Files. **and** **OH #9** **IO #5**

   If the record inquiry contains vehicle/license data, it will also search

the Boat, Vehicle, and License Plate Files.
or

3. **No Response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC foreign fugitive record or any of the person files.* **OH #10**

or

4. **Reject** - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry. **OH #11**

***Wanted Person, Missing Person, U.S. Secret Service Protective File, Foreign Fugitive, Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines **IO #6**

1. Policy Issues

   a. Canadian and INTERPOL, USNCB Records

      (1) None applicable for a foreign fugitive record inquiry

   b. Canadian Record

      (1) When a positive response(s) to an NCIC inquiry is received, and the whereabouts of the individual is known and the individual inquired upon appears to be identical to the NCIC record(s), the locating agency must contact the Royal Canadian Mounted Police, **(613) 998-6200 or ORI/ON1000000**, to confirm the hit(s). **OH #11a**

a. The only exception is when a Canadian record contains extradition limitations in the Miscellaneous Field, and the agency locating the fugitive is outside of the geographical area of extradition. These records need not be confirmed and should not be located.

(Refer to the Hit Confirmation Lesson Plan for more information.)

(2) The apprehending or locating agency must contact the ORI to verify that the warrant is still outstanding and that extradition will take place.

(3) If the DOB is the only numeric identifier used in an inquiry, it must be an exact match.

INSTRUCTOR'S NOTE: SOME STATE SYSTEMS USE A SEARCH METHOD THAT AUTOMATICALLY EXTENDS THE SEARCH PARAMETER TO A TIME PERIOD BEFORE AND AFTER THE DOB IN THE INQUIRY. CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR ADDITIONAL GUIDELINES.

(4) When an inquiry contains a name and one or more Vehicle Identification Numbers (VINs), a maximum of three VINs can be inquired upon and the computer will compute the check digit for each 17-character VIN. The VINs must be separated by a comma.

INSTRUCTOR'S NOTE: REFER TO THE VEHICLE FILE LESSON PLAN FOR SPECIFIC DETAILS ON VINS.

c. INTERPOL, USNCB Record

(1) None applicable for a foreign fugitive record inquiry

2. General Information

a. Canadian and INTERPOL, USNCB Records

(1) If the subject is not a U.S. citizen, contact the nearest office of the U.S. Immigration and Naturalization Service (INS).

(2) If the record contains vehicle or license plate data, the Vehicle and/or License Plate Files should be queried.

b. Canadian Record

(1) A hit received on a Canadian record will have a **caveat** advising that the fugitive is wanted on a Canadian Warrant and **no arrest** can be executed in the United States solely on the basis of the Canadian Warrant, but after appropriate action is taken, fugitives from Canada can be arrested and held in the United States. Contact should be made with the **Royal Canadian Mounted Police (RCMP)** to confirm the hit(s).

(2) Once the hit is confirmed, RCMP will initiate the process of obtaining a U.S. extradition warrant which is authorized by the provisions of **Title 18, U.S. Code, Section 3184.** **HD #1**

INSTRUCTOR'S NOTE: ALL GUIDELINES (GENERAL INFORMATION) FOR THE WANTED PERSON FILE INQUIRY SECTION ARE APPLICABLE TO THE FOREIGN FUGITIVE FILE. REFER TO THE NCIC WANTED PERSON FILE LESSON PLAN PART III. INQUIRY OF NCIC WANTED PERSON FILE.

c. INTERPOL, USNCB Record

OH #11b

(1) A hit received on a foreign fugitive record will have a **caveat** advising that the fugitive **cannot be arrested.** Contact should be made with **INTERPOL, USNCB (202) 272-8383 or ORI/DCINTER00,** to confirm the hit(s).

(2) Once the hit(s) is confirmed, the United States National Central Bureau will coordinate, with other U.S. Department of Justice officials, the process of obtaining a U.S. extradition warrant which is authorized by the provisions of Title 18, U.S. Code, Section 3184.

(3) The hit confirmation process may take longer, e.g., a couple of hours or a day.*

***Refer to the Hit Confirmation Lesson Plan.**

(4) Arrest warrants issued in foreign countries are not executable in the United States.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

IV. LOCATE OF NCIC FOREIGN FUGITIVE RECORD

IO #2

A. Purpose

The purpose of an NCIC foreign fugitive (Canadian) record locate is to indicate that an agency other than the entering agency has apprehended the individual(s).

B. Requirements

IO #3

1. Canadian Record

   a. To locate a Canadian record, the Message Key and Originating Agency Identifier (ORI) must be used in addition to the following fields:

      (1) Name (NAM), NCIC Number (NIC), Date of Apprehension or Location, Apprehending or Locating Agency's Case Number, Extradition Information*

      or

      (2) NAM, OCA, Date of Apprehension or location, Apprehending or Locating Agency's Case Number, Extradition information*.

***INSTRUCTOR'S NOTE: A FOREIGN FUGITIVE (CANADIAN) RECORD MUST BE LOCATED USING EXTRADITION (EXTR) OR NO EXTRADITION (NOEX).**

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

2. INTERPOL, USNCB Record

   a. Foreign fugitive (INTERPOL, USNCB) records cannot be placed in locate status by NCIC users.

C. Interpreting Responses

IO #4

An NCIC Foreign Fugitive (Canadian) record locate will cause the NCIC computer to transmit one of the following responses:

1. **Located*** - indicates to the locating agency that the locate has been successful placed.
   and
2. The **$.L Message** (Locate Notification)* - indicates to the entering agency that a locate has been placed on their record(s).
   additionally
3. The **$.8. Administrative Message** - indicates to the state of registry that an agency in another state has located a vehicle record in NCIC if vehicle data is entered into the base record. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.**
   or
4. **Reject** - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

OH #12

INSTRUCTOR'S NOTES: *THE LOCATE ONLY APPLIES TO THE CANADIAN RECORDS; INTERPOL, USNCB RECORDS CANNOT BE PLACED IN A LOCATE STATUS BY NCIC USERS.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES AS SOME SYSTEMS MAY USE DIFFERENT TERMINOLOGY.

****REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

D. GUIDELINES

1. Policy Issues

IO #6

   a. Canadian and INTERPOL, USNCB Records

    (1) None applicable for a foreign fugitive record locate

  b. Canadian Record

    (1) Before placing a locate, the locating agency must confirm the record(s) with the Royal Canadian Mounted Police (RCMP) and ensure that extradition will be authorized. **(Refer to the Hit Confirmation Lesson Plan.)**

    (2) In instances where the ORI receives information that an apprehending or locating agency(s) will not honor extradition of an individual, the ORI must modify the record to include extradition limitations.

    (3) If the locating agency is the entering agency, a locate transaction cannot be performed. The record must be cleared immediately.

  c. INTERPOL, USNCB Record

    (1) None applicable for a foreign fugitive record locate

3. General Information

  a. Canadian and INTERPOL, USNCB Records

    (1) None applicable for a foreign fugitive record locate

  b. Canadian Record

    (1) A record in locate status cannot be modified.

    (2) A record should not be located if the locating agency is outside of the extradition limitations.

(3) In cases where a foreign fugitive (Canadian) may be apprehended or located more than once without extradition taking place, one locate **(NOEX)** will become a permanent part of the record. A second locate **(NOEX)** will automatically purge the record from the system.

a. NOEX is used when the entering agency advises that the individual will not be extradited or has no information concerning an extradition decision.

(4) EXTR is used when the entering agency advises that the individual will be extradited or the individual is wanted by a Federal agency and has been apprehended or located by Federal or local authorities.

c. INTERPOL, USNCB Records

(1) None applicable for a foreign fugitive record locate

V. ENTRY OF NCIC FOREIGN FUGITIVE RECORD

A. Purpose

The purpose of an NCIC foreign fugitive record entry is to place the individual(s) record into NCIC making the information available to authorized criminal justice agencies.

1. A Canadian record may be entered into the NCIC Foreign Fugitive File for: **HD #1** **OH #13**

    a. an individual who is wanted for violations of the **Criminal Code of Canada** for whom there is an outstanding Canada-wide warrant.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT ONLY THE ROYAL CANADIAN MOUNTED POLICE CAN ENTER RECORDS INTO THE FOREIGN FUGITIVE FILE. CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

2. An INTERPOL, USNCB record may be entered into the NCIC Foreign Fugitive File when: **OH #14**

    a. the wanting country has an **outstanding arrest warrant** that charges a crime which would be a **felony** if committed in the United States.

3. Any National Central Bureau may request the issuance of a **Red and/or Yellow Notice** for a fugitive wanted within its respective country. The type of notice and the issuing country are identified in the Miscellaneous Field (MIS Field).

4. **Types of International Notices entered in the MIS Field.**

    (a) **Red Notice (Wanted Flyer)** - requests the arrest of the subject with the intention that extradition will occur. This notice provides specific details about charges against the subject, along with warrant information. Any previous arrests or convictions will also be included. A Red Notice may be issued when: (1) a crime has been committed (2) a warrant has been issued (3) there is reason to believe the subject has fled the jurisdictional boundaries of the United States and (4) concurrence has been granted by the U.S. Attorney, State Attorney, or State Extradition Officer having jurisdiction in the matter.

(b) Yellow Notice - is circulated to provide information about persons who are missing or are unable to identify themselves.

INSTRUCTOR'S NOTES: THERE ARE SEVERAL TYPES OF INTERNATIONAL NOTICES; HOWEVER, ONLY RED AND YELLOW NOTICES CAN BE ENTERED INTO NCIC.

INFORM TERMINAL OPERATORS THAT ONLY THE INTERPOL, USNCB CAN ENTER RECORDS INTO THE FOREIGN FUGITIVE FILE. CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

VI. ENTRY OF SUPPLEMENTAL RECORD TO NCIC FOREIGN FUGITIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT ONLY THE ROYAL CANADIAN MOUNTED POLICE AND THE INTERPOL, USNCB CAN ENTER SUPPLEMENTAL RECORDS INTO THE FOREIGN FUGITIVE FILE. CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

VII. ENTRY OF ADD-ON RECORD TO NCIC FOREIGN FUGITIVE RECORD

An add-on record cannot be appended to an NCIC foreign fugitive record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC FOREIGN FUGITIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT ONLY THE ROYAL CANADIAN MOUNTED POLICE AND THE INTERPOL, USNCB CAN MODIFY RECORDS IN THE FOREIGN FUGITIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

IX. CLEAR OF NCIC FOREIGN FUGITIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT ONLY THE ROYAL CANADIAN MOUNTED POLICE AND THE INTERPOL, USNCB CAN CLEAR RECORDS IN THE FOREIGN FUGITIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

X. CANCELLATION OF NCIC FOREIGN FUGITIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT ONLY THE ROYAL CANADIAN MOUNTED POLICE AND THE INTERPOL, USNCB CAN CANCEL RECORDS IN THE FOREIGN FUGITIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

XI. RETENTION PERIOD

OH #16

IO #7

The retention period for an NCIC foreign fugitive record is the same as an NCIC wanted person record.

An NCIC Foreign Fugitive File record will remain in NCIC **indefinitely** or until the record is cleared or canceled by the Royal Canadian Mounted Police or the INTERPOL, USNCB.

XII. CONCLUSION

The increase of crime and the volume of foreign nationals presently in or visiting the United States dictates a need for greater awareness by state and local police.

The inclusion of foreign fugitive data in the NCIC System provides: (1) a warning to U.S. law enforcement officers who might confront the fugitive so the officers may use appropriate caution; (2) provides assistance in locating and arresting foreign fugitives; and (3) helps provide for the public safety.

It is important to remember:

(1) The NCIC Foreign Fugitive File contains records on individuals who are wanted by another country for a crime that would be a felony if committed in the United States.

(2) Inquiries cannot be made directly into the Foreign Fugitive File. A search of the Wanted Person File may reveal a **hit** on a **foreign fugitive record(s)**.

(3) No arrest can be made in the U.S. based solely on a foreign fugitive record.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry and locate of all NCIC foreign fugitive records.

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OVERHEAD TRANSPARENCIES (OH)

NATIONAL CRIME INFORMATION CENTER

FOREIGN FUGITIVE FILE

FFF-OH #1

DEFINITION OF A FOREIGN FUGITIVE FOR NCIC PURPOSES

NCIC DEFINES A FOREIGN FUGITIVE AS AN INDIVIDUAL WHO IS WANTED BY ANOTHER COUNTRY FOR COMMITTING A CRIME THAT WOULD BE A FELONY IF COMMITTED IN THE UNITED STATES.

CATEGORIES OF RECORDS

- **CANADIAN**
- **INTERPOL, USNCB**

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REQUIREMENTS FOR NCIC WANTED PERSON RECORD INQUIRIES

RECORD INQUIRIES CANNOT BE MADE INTO THE FOREIGN FUGITIVE FILE DIRECTLY. AN INQUIRY OF THE NCIC WANTED PERSON FILE MAY GENERATE A HIT ON A FOREIGN FUGITIVE RECORD. TO INQUIRE ON A WANTED PERSON RECORD USE:

A. MESSAGE KEY (MKE)
B. ORIGINATING AGENCY IDENTIFIER (ORI) AND, ONE OR MORE, OR ALL OF THE FOLLOWING FIELDS:

1. DATE OF BIRTH (DOB)
2. FBI NUMBER (FBI)
3. MISCELLANEOUS NUMBER (MNU)
4. SOCIAL SECURITY NUMBER (SOC)
5. OPERATOR'S LICENSE NUMBER (OLN)
6. LICENSE PLATE NUMBER (LIC)*
7. VEHICLE IDENTIFICATION NUMBER (VIN)*
8. ORIGINATING AGENCY CASE NUMBER (OCA)
   OR
9. NCIC NUMBER (NIC) ONLY

*INQUIRIES USING VIN AND/OR LIC CAN BE MADE WITHOUT NAME

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EXAMPLE OF POSITIVE RESPONSE (CANADIAN RECORD)

```
ZW.DCFBIWAN1.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/041044(EOT)

DCFBIWAN1

WARNING - DO NOT ARREST BASED ON THIS INFORMATION


MKE/WANTED IN CANADA
ORI/BC0000000 NAM/DOE, JOHN SEX/M RAC/I POB/TX DOB/041044
HGT/510 WGT/175 EYE/BRO HAI/BRO
OFF/FRAUD - ILLEG USE OF CREDIT CARDS DOW/120182 OCA/     22789
MIS/TEST RECORD
ORI IS RCMP ANY PLACE BC
NIC/W000022525
REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS INFORMATION - IMMEDIATELY
CONTACT RCMP, OTTAWA, CANADA
TEL NO. (613) 998-6200.
IF SUBJECT IS NOT U. S. CITIZEN, CONTACT NEAREST OFFICE
OF US IMMIGRATION AND NATURALIZATION SERVICE
```

EXAMPLE OF POSITIVE RESPONSE (INTERPOL, USNCB RECORD)

```
ZW.DCFBIWAN1.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/012345.SOC/211004444(EOT)

DCFBIWAN1

WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD.

MKE/FUGITIVE FROM A FOREIGN COUNTRY
ORI/DCINTER00 NAM/DOE, JOHN SEX/M RAC/W POB/CR DOB/012345
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
OFF/KIDNAP ADULT FOR RANSOM DOW/100186 OCA/RN-1234
MIS/RED NOTICE ISSUED BY COSTA RICA
ORI IS INTERPOL U. S. DOJ WASHINGTON DC
NIC/W123456789
REPEAT - DO NOT ARREST BASED UPON NCIC RECORD WITH NIC/W123456789.
FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL,
U. S. DOJ, NLETS ORI/DCINTER00, OR TEL NO. (202) 272-8383.
ALSO, IF THE SUBJECT IS NOT A U. S. CITIZEN, CONTACT THE
NEAREST OFFICE OF THE U. S. IMMIGRATION AND NATURALIZATION SERVICE.
NO NCIC WANT SOC/211004444
IF SUBJECT IS NOT U. S. CITIZEN, CONTACT NEAREST OFFICE
OF US IMMIGRATION AND NATURALIZATION SERVICE
```

EXAMPLE OF POSITIVE RESPONSE
STOLEN/FRAUDULENT IDENTIFIERS

```
ZW. DCFBIWAN1.NAM/RECORD, TEST.SEX/M.RAC/W.DOB/010201

DCFBIWAN1
* * * * *

WARNING - THE SUBJECT  IDENTIFIED IN THIS RECORD NIC/W559187598 IS
KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION
DOCUMENTS.  USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.
S/F NAM/IDENT, FALSE
S/F NAM/PUBLIC, PETE
S/F DOB/020201
S/F DOB/010202
S/F SOC/777040000
S/F MNU/    PP-99991111
S/F MNU/   PP-111111888

WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD.

MKE/FUGITIVE FROM FOREIGN COUNTRY
ORI/DCINTER00 NAM/RECORD, TEST SEX/M RAC/W DOB/010201 HGT/510 WGT/175
EYE/BRO HAI/BRO SKN/DRK
```

EXAMPLE OF POSITIVE RESPONSE
STOLEN/FRAUDULENT IDENTIFIERS CONTINUED

```
SMT/SC R HND FPC/11121314151617181920 MNU/AS-375145249
SOC/777010000 OFF/KIDNAP ADULT FOR RANSOM DOW/110189 OCA/TEST
MIS/THIS IS AN NCIC FOREIGN FUGITIVE TEST RECORD   ///TEST/////TEST
RECORD////TEST    TEST/////TEST RECORD
ORI IS INTERPOL U. S. DOJ WASHINGTON DC
NIC/W559187598
REPEAT - DO NOT ARREST BASED UPON NCIC RECORD WITH NIC/W559187598.
FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL,
U. S. DOJ, NLETS ORI/DCINTER00, OR TEL NO. (202) 272-8383.
ALSO, IF THE SUBJECT IS NOT A U. S. CITIZEN, CONTACT THE
NEAREST OFFICE OF THE  U. S. IMMIGRATION AND NATURALIZATION SERVICE.
```

NCIC WANTED PERSON FILE CROSS SEARCH

- MISSING PERSON
- FOREIGN FUGITIVE
- UNITED STATES SECRET SERVICE PROTECTIVE
- BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON

IF THE RECORD INQUIRY CONTAINS LICENSE/VEHICLE DATA THE FOLLOWING FILES WILL BE SEARCHED:

- LICENSE PLATE
- VEHICLE
- BOAT

EXAMPLE OF NO RESPONSE

```
ZW.DCFBIWAN1.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/012345.SOC/211004444(EOT)

====RECV 02:20EST ====

DCFBIWAN1

NO NCIC WANT SOC/211004444
NO NCIC WANT DOB/012345 NAM/DOE, JOHN SEX/M RAC/W
```

EXAMPLE OF REJECT

```
ZW.DCFBIWAN1.NAM/DOE, JOHN.DOB/1945

DCFBIWAN1

REJ FLD ERR DOB
```

HIT CONFIRMATION
CANADIAN RECORD(S)

WHEN A POSITIVE RESPONSE (S) TO AN NCIC INQUIRY IS RECEIVED, AND THE WHEREABOUTS OF THE INDIVIDUAL IS KNOWN AND THE INDIVIDUAL INQUIRED UPON APPEARS TO BE IDENTICAL TO THE NCIC RECORD(S), THE LOCATING AGENCY MUST:

- **CONTACT THE ROYAL CANADIAN MOUNTED POLICE, (613) 998-6200 OR ORI/ON1000000 TO CONFIRM THE HIT(S).**

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HIT CONFIRMATION
INTERPOL, USNCB RECORD(S)

A HIT RECEIVED ON A FOREIGN FUGITIVE RECORD WILL HAVE A CAVEAT ADVISING THAT THE FUGITIVE CANNOT BE ARRESTED. CONTACT SHOULD BE MADE WITH:

- INTERPOL, USNCB, (202) 272-8383
  ORI/DCINTER00 TO CONFIRM THE HIT(S)

EXAMPLE OF $.L. (LOCATE NOTIFICATION)

```
$.L.FLO5200E1
LOCATE NOTIFICATION AT 0357 EST 011392.
1L01PWA17008014277.LW.FL0521800.NAM/POWELL, JOHN.
NIC/W671278780.011392.92-00155.NOEX
LOCATING ORI IS TARPON SPRING PD FL

MKE/LOCATED WANTED PERSON - CAUTION
ORI/DCFBIWAN1 NAM/POWELL, JOHN SEX/M RAC/W POB/WY DOB/101256 HGT/600
WGT/185 EYE/BRO HAI/BRO FBI/  9025000 SKN/DRK
SMT/SC R HND FPC/121012C0141159TTCI14 MNU/AS-425083663
SOC/425082345 OLN/425083663 OLS/MD OLY/92
OFF/HOMICIDE - WILLFUL KILL-POL OFF-WEAPON DOW/123191 OCA/TEXT
MIS/ARMED AND DANGEROUS--TEST RECORD
ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/ABC1245 LIS/WY LIY/91 LIT/PC
VIN/      2Y27H5L100009 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/RED
NIC/W671278780
```

NCIC FOREIGN FUGITIVE RECORD ENTRY CRITERIA

- A CANADIAN RECORD MAY BE ENTERED INTO THE NCIC FOREIGN FUGITIVE FILE FOR:

AN INDIVIDUAL WHO IS WANTED FOR VIOLATIONS OF THE THE CRIMINAL CODE OF CANADA FOR WHOM THERE IS AN OUTSTANDING CANADA-WIDE WARRANT.

NCIC FOREIGN FUGITIVE RECORD ENTRY CRITERIA CONTINUED

- AN INTERPOL, USNCB, RECORD MAY BE ENTERED INTO THE NCIC FOREIGN FUGITIVE FILE WHEN:

  - THE WANTING COUNTRY HAS AN OUTSTANDING ARREST WARRANT THAT CHARGES A CRIME WHICH WOULD BE A FELONY IF COMMITTED IN THE UNITED STATES.

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TYPES OF INTERNATIONAL NOTICES ENTERED IN THE MIS FIELD

RED NOTICE	REQUESTS THE ARREST OF THE SUBJECT WITH THE INTENTION THAT EXTRADITION WILL OCCUR.
YELLOW NOTICE	IS CIRCULATED TO PROVIDE INFORMATION ABOUT PERSONS WHO ARE MISSING OR ARE UNABLE TO IDENTIFY THEMSELVES.

NCIC FOREIGN FUGITIVE RECORD RETENTION PERIOD

THE RETENTION PERIOD FOR AN NCIC FOREIGN FUGITIVE RECORD IS THE SAME AS AN NCIC WANTED PERSON RECORD.

AN NCIC FOREIGN FUGITIVE FILE RECORD WILL REMAIN IN NCIC INDEFINITELY OR UNTIL THE RECORD IS CLEARED OR CANCELED BY THE RCMP OR INTERPOL, USNCB.

HANDOUT MATERIALS (HD)

"Thirty days" was substituted for "six months" since, in view of modern conditions, the smaller time is ample for the demanding authority to act.

Minor changes were made in phraseology.

§ 3183. Fugitives from State, Territory, or Possession into extraterritorial jurisdiction of United States

Whenever the executive authority of any State, Territory, District, or possession of the United States or the Panama Canal Zone, demands any American citizen or national as a fugitive from justice who has fled to a country in which the United States exercises extraterritorial jurisdiction, and produces a copy of an indictment found or an affidavit made before a magistrate of the demanding jurisdiction, charging the fugitive so demanded with having committed treason, felony, or other offense, certified as authentic by the Governor or chief magistrate of such demanding jurisdiction, or other person authorized to act, the officer or representative of the United States vested with judicial authority to whom the demand has been made shall cause such fugitive to be arrested and secured, and notify the executive authorities making such demand, or the agent of such authority appointed to receive the fugitive, and shall cause the fugitive to be delivered to such agent when he shall appear.

If no such agent shall appear within three months from the time of the arrest, the prisoner may be discharged.

The agent who receives the fugitive into his custody shall be empowered to transport him to the jurisdiction from which he has fled.

Revision Notes

Based on title 18, U.S.C., 1940 ed., § 662c (Mar. 22, 1934, ch. 73, § 2, 48 Stat. 455).

Said section 662c was incorporated in this section and sections 752 and 3195 of this title.

Provision as to costs or expenses to be paid by the demanding authority were incorporated in section 3196 of this title.

Reference to the Philippine Islands was deleted as obsolete in view of the independence of the Commonwealth of the Phillippines [sic] effective July 4, 1946.

The attention of Congress is directed to the probability that this section may be of little, if any, possible use in view of present world conditions.

Minor changes were made in phraseology.

§ 3184. Fugitives from foreign country to United States

Whenever there is a treaty or convention for extradition between the United States and any foreign government, any justice or judge of the United States, or any magistrate authorized so to do by a court of the United States, or any judge of a court of record of general jurisdiction of any State, may, upon complaint made under oath, charging any person found within his jurisdiction, with having committed within the jurisdiction of any such foreign government any of the crimes provided for by such treaty or convention, issue his warrant for the apprehension of the person so charged, that he may be brought before such justice, judge, or magistrate, to the end that the evidence of criminality may be heard and considered. Such complaint may be filed before and such warrant may be issued by a judge or magistrate of the United States District Court for the District of Columbia if the whereabouts within the United States of the person charged are not known or, if there is reason to believe the person will shortly enter the United States. If, on such hearing, he deems the evidence sufficient to sustain the charge under the provisions of the proper treaty or convention, he shall certify the same, together with a copy of all the testimony taken before him, to the Secretary of State, that a warrant may issue upon the requisition of the proper authorities of such foreign government, for the surrender of such person, according to the stipulations of the treaty or convention; and he shall issue his warrant for the commitment of the person so charged to the proper jail, there to remain until such surrender shall be made.

(As amended Oct. 17, 1968, Pub.L. 90–578, Title III, § 301(a)(3), 82 Stat. 1115; Nov. 18, 1988, Pub.L. 100–690, Title VII, § 7087, 102 Stat. 4409; Nov. 29, 1990, Pub.L. 101–647, Title XVI, § 1605, 104 Stat. 4843.)

Revision Notes

Based on title 18, U.S.C., 1940 ed., § 651 (R.S. § 5270; June 6, 1900, ch. 793, 31 Stat. 656).

Minor changes of phraseology were made.

NCIC FILE REFERENCE CARD

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- Records for stolen, weapons.
- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- Records for stolen license plates.

Missing Person File

- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- Records for unidentified deceased persons.
- Records for persons of any age who are living and unable to ascertain his/her identity.
- Records for unidentified catastrophe victims.
- Records for body parts.

U.S. Secret Service (USSS) Protective File

- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- Records for stolen vehicles.
- Records for vehicles involved in the commission of a crime (felony vehicle).
- Records for stolen component parts.

Wanted Person File

- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- Records for probation and parole violators.
- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance of the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for the year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping it in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

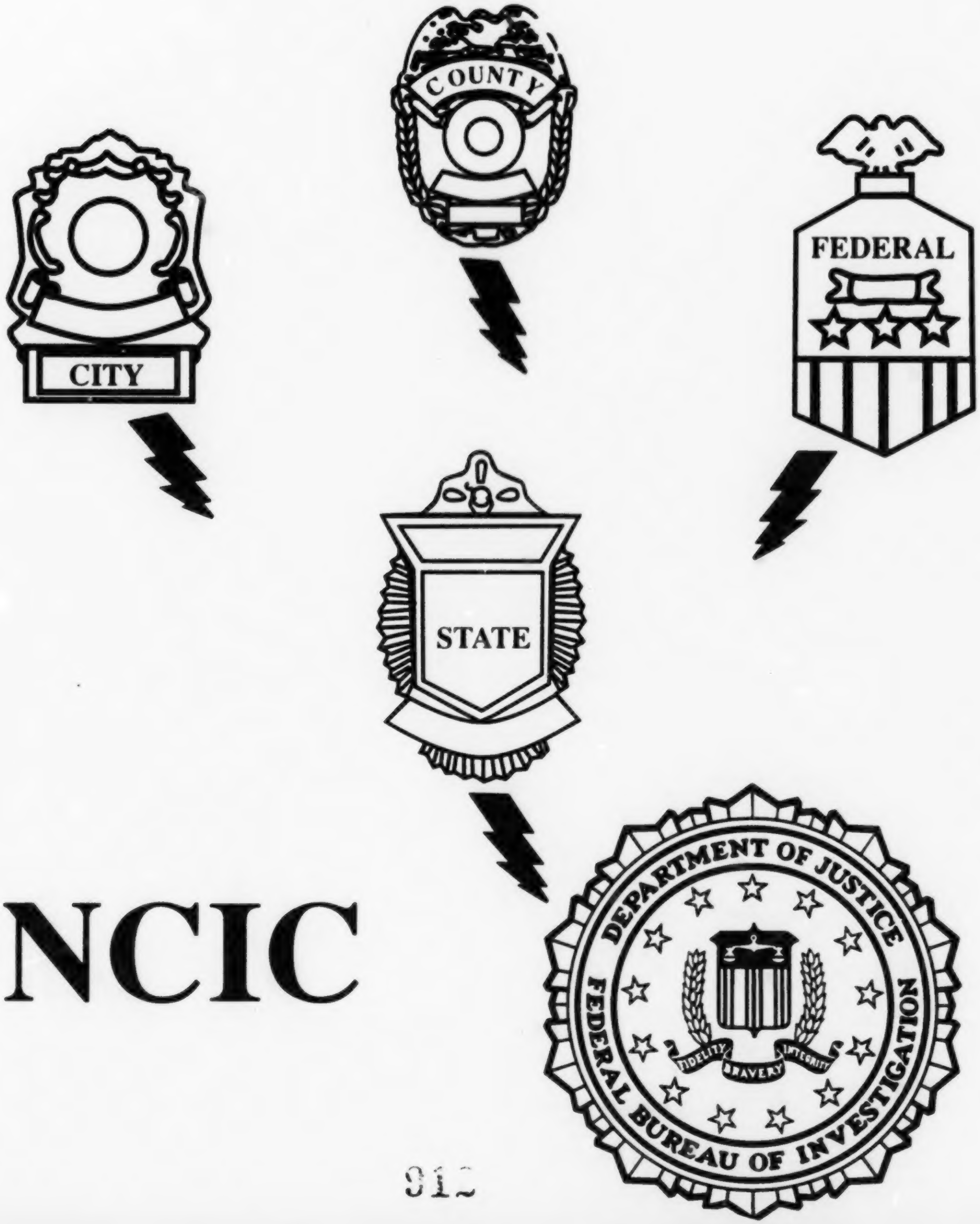
Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

*These identifiers apply to stolen part record inquiries.

Revised April, 1991

U.S. Department of Justice
Federal Bureau of Investigation

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS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NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: U.S. SECRET SERVICE PROTECTIVE FILE

TITLE OF INSTRUCTION: NCIC U.S. Secret Service Protective File

TIME ALLOTTED: 30 Minutes

TARGET GROUP: Full Access Terminal Operators

INSTRUCTOR:

METHOD OF INSTRUCTION: Lecture, Discussion, and Overhead Transparencies

DATE:

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC File(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from an NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC U.S. SECRET SERVICE PROTECTIVE FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC U.S. Secret Service Protective File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a U.S. Secret Service protective record for NCIC purposes.
2. State the purpose of an NCIC Wanted Person record inquiry transaction which may generate a hit on an NCIC U.S. Secret Service Protective File record.
3. Describe the requirements for an NCIC wanted person record inquiry transaction which may generate a hit on an NCIC U.S. Secret Service Protective File record.
4. List the responses that may be received as a result of a hit on an NCIC U.S. Secret Service protective record inquiry transaction.
5. Explain the cross-search capability of the Wanted Person File when a hit is generated on a U.S. Secret Service protective record.
6. Describe the policy issues and general information that may affect an NCIC U.S. Secret Service protective record inquiry transaction.
7. State the retention period for an NCIC U.S. Secret Service protective record.

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CRITERION TEST

DEFINITION SECTION

1. State the definition of an individual in the U.S. Secret Service Protective File for NCIC purposes.

INQUIRY SECTION

1. Record inquiries cannot be made into the NCIC U.S. Secret Service Protective File, but an inquiry of the NCIC _______________ _______________ File may generate a hit on a U.S. Secret Service protective record.

2. List four occasions when an NCIC wanted person record inquiry should be made which may generate a hit on a U.S. Secret Service protective record:

3. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number(MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

4. Each time there is a hit on a U.S. Secret Service protective record, the U.S. Secret Service is notified.

   a. True
   b. False

ENTRY SECTION

1. State the purpose of an NCIC U.S. Secret Service Protective record entry.

2. Only the U.S. Secret Service has the authority to enter records into the U.S. Secret Service Protective File.

   a. True
   b. False

RETENTION PERIOD SECTION

1. State the retention period for an NCIC U.S. Secret Service protective record.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines an individual in the U.S. Secret Service Protective File **as one who is not necessarily wanted, but of whom the U.S. Secret Service is interested in the whereabouts of the individual.**

INQUIRY SECTION

1. An inquiry cannot be made into the NCIC U.S. Secret Service Protective File, but an inquiry of the NCIC Wanted Person File may generate a hit on a U.S. Secret Service protective record.

2. NCIC wanted person record inquiries should be made on, but not limited to:

   a. **Individuals who have been temporarily detained.**

   b. **All persons charged with a crime (booked).**

   c. **Suspects developed through criminal investigations.**

   d. **Suspicious individuals who have been required to show a driver's license.**

   e. **Individuals who are carrying a weapon and insist on killing the President or an authorized protectee.**

3. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

   a. Missing Person

   b. **U.S. Secret Service Protective**

   C. Foreign Fugitive

   d. Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon

4. **True**. The U.S. Secret Service is notified of all transactions on their record(s).

ENTRY SECTION

1. The purpose of an NCIC U.S. Secret Service protective record entry is **to place the individual(s) record into NCIC making the information available to authorized criminal justice agencies.**

2. **True**. Only the U.S. Secret Service has the authority to enter records into the U.S. Secret Service Protective File.

RETENTION PERIOD SECTION

1. The Retention Period for an NCIC U.S. Secret Service protective record is the same as the NCIC Wanted Person File.

   An NCIC U.S. Secret Service protective record will **remain in NCIC indefinitely or until the U.S. Secret Service clears or cancels the record(s).**

ITEMS AND MATERIALS

Overhead Transparencies, Projector and Screen
VCR and Monitor

OVERHEAD TRANSPARENCIES (OH):

SSF-OH	#1	NCIC U.S. Secret Service Protective File
SSF-OH	#2	Definition of an NCIC U.S. Secret Service Protective Record for NCIC Purposes
SSF-OH	#3	Requirements for NCIC Wanted Person Record Inquiries
SSF-OH	#4	Example of Positive Response
SSF-OH	#5	Example of Positive Response Continued
SSF-OH	#6	Example of Positive Response Continued
SSF-OH	#7	NCIC Wanted Person File Cross Search
SSF-OH	#8	Example of No Response
SSF-OH	#9	Example of Reject
SSF-OH	#10	NCIC U.S. Secret Service Protective Record Entry Criteria
SSF-OH	#11	NCIC U.S. Secret Service Protective File Record Retention Period

HANDOUT MATERIALS (HD):

SSF-HD	#1	"Dangerous Files On "Dangerous" People?"
SSF-HD	#2	NCIC File Reference Card
SSF-HD	#3	18 USC 3056/PUBLIC LAW 90-331

I. INTRODUCTION

THIS THIRTY-MINUTE BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC U.S. SECRET SERVICE PROTECTIVE FILE.

The NCIC U.S. Secret Service Protective File (USSS), created in 1983, as a result of the 1981 assassination attempt on President Reagan's life. The USSS Protective File is designed to aid the U.S. Secret Service in its effort to protect the President and other authorized protectees by providing the whereabouts of those individuals who pose a threat.

As of January 1, 1992, there were 33 records entered into the NCIC U.S. Secret Service Protective File.

The information presented in this lesson plan is important, as it provides guidelines for the proper use of the NCIC U.S. Secret Service Protective File. Effective utilization of the NCIC U.S. Secret Service Protective File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

References

OH #1

HD #1, 2

IO -INSTRUCTIO
OBJECTIVE

OH -OVERHEAD
TRANSPAREN

HD -HANDOUT
MATERIAL

OM -NCIC
OPERATING
MANUAL

II. DEFINITION OF AN NCIC U.S. SECRET SERVICE PROTECTIVE RECORD FOR NCIC PURPOSES

NCIC defines an individual in the U.S. Secret Service Protective File as one who is not necessarily wanted, but of whom the U.S. Secret Service is interested in the whereabouts of the individual. The definition includes, but is not limited to: **IO #1** **OH #2**

Individuals who pose a threat to the President and Vice President

Individuals who pose a threat to any authorized protectee(s)

Individuals whose criminal activity may be related to authorized protectees

Individuals who pose a threat to visiting heads of foreign states or foreign governments

III. INQUIRY OF NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

A. Purpose

IO #2

The purpose of an NCIC wanted person record inquiry is to determine if a record is in NCIC. As a result of inquiries made into the NCIC Wanted Person File, a **hit may be generated on a U.S. Secret Service protective record.** Inquiries should be made on, but are not limited to:

1. Individuals who have been temporarily detained.
2. All Persons charged with a crime (booked).
3. Suspects developed through criminal investigations.
4. Suspicious individuals who have been required to show a driver's license.
5. Individuals who are carrying a weapon and insist on killing the President or an authorized protectee.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT INQUIRIES CANNOT BE MADE INTO THE NCIC U.S. SECRET SERVICE PROTECTIVE FILE. A SEARCH OF THE NCIC WANTED PERSON FILE MAY GENERATE A HIT ON A USSS PROTECTIVE, MISSING PERSON, FOREIGN FUGITIVE, AND BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON FILES.

B. Requirements

IO #3

OH #3

Record inquiries cannot be made into the USSS Protective File; therefore, the same requirements used to search the Wanted Person File will search the USSS Protective File. To inquire on a wanted person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to

NAME (NAM) and, one or more, or all of the following fields:

a. Date of Birth (DOB)
b. FBI Number (FBI)
c. Miscellaneous Number (MNU)
d. Social Security Number (SOC)
e. Operator's License Number (OLN)
f. License Plate Number (LIC)*
g. Vehicle Identification Number (VIN)*
h. Originating Agency Case Number (OCA)

***Inquiries using VIN and/or LIC can be made without name.**

Additionally, the NCIC Number (NIC) can be used separately, but must be preceded by the MKE and ORI.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA. ALSO REFER TO THE NCIC WANTED PERSON FILE LESSON PLAN PART III. INQUIRY OF NCIC WANTED PERSON RECORD.

C. Interpreting Responses

IO #4

An NCIC wanted person record inquiry will cause the NCIC computer to transmit the following responses:

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active NCIC wanted person record(s).
and

2. **Cross Search** - An inquiry into the NCIC Wanted Person File searches the Foreign Fugitive, Missing Person, U.S. **Secret Service Protective**, and the Bureau of Alcohol, Tobacco, and Firearms (ATF) Violent Felon Files. If there is a hit on a USSS protective record, the USSS protective record will appear last. The U.S. Secret Service is **automatically notified of all**

IO #5
OH #4
OH #5
OH #6
OH #7

transactions on their record(s) and **will contact the inquiring ORI.**
and

If the record inquiry contains vehicle/license data, it will also search the Boat, Vehicle, and License Plate Files.
or

3. **No response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC USSS protective record or any of the person files.*
or **OH #8**

4. **Reject** - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry. **OH #9**

***Wanted Person, Missing Person, Foreign fugitive, U.S. Secret Service Protective File, Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. **Guidelines**

1. Policy Issues **IO #6**

(1) When a positive response(s) to an NCIC inquiry is received, and the whereabouts of the individual inquired upon is known and the individual inquired upon appears to be identical to the NCIC record(s), the locating agency must contact the U.S. Secret Service at **(202) 435-5000** or **ORI/DCSS802Q1 (Intelligence Division)**.

INSTRUCTOR'S NOTE: PLEASE INFORM TERMINAL OPERATORS THAT THE U.S. SECRET SERVICE IS

AUTOMATICALLY NOTIFIED OF ALL POSITIVE RESPONSES (HITS) ON THEIR RECORDS AND WILL CONTACT THE INQUIRING ORI.

2. General Information

   a. A hit received on a USSS protective record will have a **caveat** advising that the individual(s) **cannot** be **arrested or detained** based solely upon a USSS protective record.

   b. The caveat advises the inquiring agency that the USSS has been notified of the transaction. The inquiring ORI will be **notified** by the U.S. Secret Service. The U.S. Secret Service has included in the caveat a telephone number and advises the inquiring agency to **call collect** when a hit is revealed on a U.S. Secret Service protective record.

   c. In cases where there is a hit on a wanted person, foreign fugitive, missing person, ATF violent felon record(s), the USSS protective record will appear last.

   d. It is suggested by the U.S. Secret Service that dispatchers/operators use some type of code* when an individual that is of interest to the U.S. Secret Service has been stopped. This will avoid arousing the public interest.

   ***The code you use should be determined by your agency.**

INSTRUCTOR'S NOTE: ALL GUIDELINES FOR THE WANTED PERSON FILE INQUIRY SECTION ARE APPLICABLE TO THE U.S. SECRET SERVICE PROTECTIVE FILE. REFER TO THE NCIC WANTED PERSON FILE LESSON PLAN, PART III. INQUIRY OF NCIC WANTED PERSON RECORD.

IV. LOCATE OF NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

NCIC users cannot place locates on U.S. Secret Service protective records.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT A LOCATE CAN ONLY BE PLACED ON VEHICLE, LICENSE PLATE, BOAT, GUN, ARTICLE, SECURITIES, WANTED PERSON, FOREIGN FUGITIVE (CANADIAN RECORDS ONLY), AND MISSING PERSON FILE RECORDS. CHECK WITH YOU CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

V. ENTRY OF NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

A. Purpose

The purpose of an NCIC U.S. Secret Service protective record entry is to place the individual(s) record into NCIC making the information available to authorized criminal justice agencies.

A U.S. Secret Service protective record may be entered into NCIC for: **OH #10**

1. Any individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by **18 USC 3056** and **Public Law 90-331** as amended. **OM P.11-1** **HD #2**

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT ONLY THE U.S. SECRET SERVICE CAN ENTER RECORDS INTO THE USSS PROTECTIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

VI. ENTRY OF SUPPLEMENTAL RECORD TO NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT ONLY THE U.S. SECRET SERVICE CAN ENTER SUPPLEMENTAL RECORDS INTO THE USSS PROTECTIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

VII. ENTRY OF ADD-ON RECORD TO NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

An add-on record cannot be appended to an NCIC U.S. Secret Service protective record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT ONLY THE U.S. SECRET SERVICE CAN MODIFY RECORDS IN THE USSS PROTECTIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

IX. CLEAR OF NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT ONLY THE U.S. SECRET SERVICE CAN CLEAR RECORDS IN THE USSS PROTECTIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

X. CANCELLATION OF NCIC U.S. SECRET SERVICE PROTECTIVE RECORD

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATORS THAT ONLY THE U.S. SECRET SERVICE CAN CANCEL RECORDS IN THE USSS PROTECTIVE FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

XI. RETENTION PERIOD

IO #7

OH #11

The Retention period for an NCIC U.S. Secret Service Protective File record is the same as the NCIC Wanted Person File.

An NCIC U.S. Secret Service Protective File record will remain in NCIC **indefinitely** or until the U.S. Secret Service **clears** or **cancels** the record(s).

XII. CONCLUSION

The U.S. Secret Service Protective File serves as a locator-type file for the U.S. Secret Service and to make law enforcement aware of individuals who may pose a threat to the President or other authorized protectees.

It is important to remember:

(1) Record inquiries cannot be made directly into the USSS Protective File. An inquiry of the NCIC Wanted Person File may generate a **hit** on a U.S. Secret Service protective, missing person, foreign fugitive, and Bureau of Alcohol, Tobacco and Firearms (ATF) violent felon records.

(2) No **arrest** or **detention** can be made based solely on a USSS protective record response.

(3) The U.S. Secret Service is automatically **notified of all positive responses (hits)** on their record(s) and **will contact the inquiring ORI**.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry of all U.S. Secret Service protective records.

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OVERHEAD TRANSPARENCIES (OH)

941

NATIONAL CRIME INFORMATION CENTER

U. S. SECRET SERVICE PROTECTIVE FILE

DEFINITION OF AN NCIC U. S. SECRET SERVICE PROTECTIVE RECORD FOR NCIC PURPOSES

NCIC DEFINES AN INDIVIDUAL IN THE U. S. SECRET SERVICE PROTECTIVE FILE AS ONE WHO IS NOT NECESSARILY WANTED, BUT ONE OF WHOM THE U. S. SECRET IS INTERESTED IN THE WHEREABOUTS OF THE INDIVIDUAL.

REQUIREMENTS FOR NCIC WANTED PERSON RECORD INQUIRIES

RECORD INQUIRIES CANNOT BE MADE INTO THE USSS FILE DIRECTLY. AN INQUIRY OF THE NCIC WANTED PERSON FILE MAY GENERATE A HIT ON A USSS RECORD. TO INQUIRE ON A WANTED PERSON RECORD USE:

A. MESSAGE KEY (MKE)
B. ORIGINATING AGENCY IDENTIFIER (ORI) AND, ONE OR MORE, OR ALL OF THE FOLLOWING FIELDS:

1. DATE OF BIRTH (DOB)
2. FBI NUMBER (FBI)
3. MISCELLANEOUS NUMBER (MNU)
4. SOCIAL SECURITY NUMBER (SOC)
5. OPERATOR'S LICENSE NUMBER (OLN)
6. LICENSE PLATE NUMBER (LIC)
7. VEHICLE IDENTIFICATION NUMBER (VIN)
8. ORIGINATING AGENCY CASE NUMBER (OCA)

   OR

9. NCIC NUMBER (NIC) ONLY

EXAMPLE OF POSITIVE RESPONSE

```
ZW. DCFBIWAN1.NAM/RECORD, TEST.SEX/M.RAC/W.DOB/010101

DCFBIWAN1

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION
MKE/POTENTIALLY DANGEROUS TO U. S. SECRET SERVICE PROTECTEE
ORI/DCSS127Q1 NAM/RECORD, TEST SEX/M RAC/W POB/US DOB/010101 HGT/510
WGT/180 EYE/BRO HAI/BRO SKN/FAR
SMT/SC LF ARM SOC/777010000
OFF/SUBJECT IA A THREAT TO A U. S. SECRET SERVICE PROTECTEE OCA/TEST
MIS/THI IS A US SECRET SERVICE PROTECTIVE FILE TEST RECORD $$$ TEST $$$ --TEST--
/////TEST RECORD ONLY/////

ORI IS US SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC
LIY/95
NIC/W307770846
/REPEAT--DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION/CALL COLLECT
U. S. SECRET SERVICE HEADQUARTERS, TEL NO. (202) 435-5731, WHICH HAS BEEN NOTIFIED OF
THIS TRANSACTION.  THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL
JUSTICE PURPOSES.
/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYEMENT PUPOSES/
ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/ABC1245 LIS/WY LIY/91 LIT/PC
VIN/     2Y27H5L100009 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/RED
NIC/W671278780
```

EXAMPLE OF POSITIVE RESPONSE CONTINUED

```
ZW. DCFBIWAN1.NAM/RECORD, TEST.SEX/M.RAC/W.DOB/010101

DCFBIWAN1

* * * * *
WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W307770846 IS KNOWN TO USE THE
FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION DOCUMENTS.  USE CAUTION IN VERIFYING
THE IDENTITY OF THIS PERSON.
S/F  NAM/IDENT, FALSE
S/F  NAM/PUBLIC, PETER
S/F  DOB/020101
S/F  DOB/010102
S/F  SOC/777020000
* * * * *
WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION

MKE/POTENTIALLY DANGEROUS TO U. S. SECRET SERVICE PROTECTEE
ORI/DCSS127Q1 NAM/RECORD, TEST SEX/M RAC/W POB/US DOB/010101 HGT/510
WGT/180 EYE/BRO HAI/BRO SKN/FAR
SMT/SC LF ARM SOC/777010000
OFF/SUBJECT IA A THREAT TO A U. S. SECRET SERVICE PROTECTEE OCA/TEST
MIS/THIS IS A US SECRET SERVICE PROTECTIVE FILE TEST RECORD $$$ TEST $$$ --TEST--
/////TEST RECORD ONLY/////
```

EXAMPLE OF POSITIVE RESPONSE CONTINUED

ORI IS US SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC
LIY/95
NIC/W307770846
/REPEAT–DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION/CALL COLLECT U. S. SECRET SERVICE HEADQUARTERS, TEL NO. (202) 435-5731, WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.
/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/
ORI IS FBI HEADQUARTERS WASHINGTON DC
LIC/ABC1245 LIS/WY LIY/91 LIT/PC
VIN/ 2Y27H5L100009 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/RED
NIC/W671278780

NCIC WANTED PERSON FILE CROSS SEARCH

- MISSING PERSON
- FOREIGN FUGITIVE
- UNITED STATES SECRET SERVICE PROTECTIVE
- BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON

IF THE RECORD INQUIRY CONTAINS LICENSE/VEHICLE DATA THE FOLLOWING FILES WILL BE SEARCHED:

- LICENSE PLATE
- VEHICLE
- BOAT

EXAMPLE OF NO RESPONSE

```
ZW.DCFBIWAN1.NAM/RECORD, TEST.DOB/010101


====RECV 02:20EST ====

DCFBIWAN1
NO NCIC WANT DOB/010101 NAM/RECORD, TEST
```

EXAMPLE OF REJECT

ZW.DCFBIWAN1.NAM/RECORD, TEST.DOB/111

DCFBIWAN1

REJ FLD ERR DOB

960

950

NCIC U. S. SECRET SERVICE PROTECTIVE RECORD ENTRY CRITERIA

A U.S. SECRET SERVICE PROTECTIVE RECORD MAY BE ENTERED INTO NCIC FOR:

- **ANY INDIVIDUAL WHO MAY POSE A THREAT TO THE PRESIDENT AND/OR OTHERS WHO ARE AFFORDED USSS PROTECTION AS AUTHORIZED BY 18 USC 3056 AND PUBLIC LAW 90-331 AS AMENDED.**
- ONLY THE U. S. SECRET SERVICE CAN ENTER RECORDS INTO THE USSS PROTECTIVE FILE

NCIC U. S. SECRET SERVICE PROTECTIVE RECORD RETENTION PERIOD

- THE RETENTION PERIOD FOR AN NCIC U. S. SECRET SERVICE PROTECTIVE FILE RECORD IS THE SAME AS THE NCIC WANTED PERSON FILE.
- AN NCIC U. S. SECRET SERVICE PROTECTIVE FILE RECORD WILL REMAIN IN NCIC INDEFINITELY OR UNTIL THE U. S. SECRET SERVICE CLEARS OR CANCELS THE RECORD(S).

HANDOUT MATERIALS (HD)

0-19 (Rev. 10-8-81)

Assoc. Dir. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

Dangerous Files on 'Dangerous' People?

Secret Service Needs Help

By RICHARD T. BURRESS

After the attempt on President Reagan's life in March, 1981, the cret Service asked the Federal Bureau of Investigation to create a : of individuals who have been determined to present a physical nger to the President or other people protected by the Secret rvice. Last year FBI Director William Webster advised various ngressional committees that the protective file had been commended by the advisory board of the National Crime formation Center, and approved by him and the attorney general. present, 126 individuals qualify for the file, which has now been thorized and put into operation.

No one questions the President's need for protection. But how to ovide reasonable and adequate protection, while permitting him travel as freely as possible, is a serious and perplexing problem. Of urse, one approach would be to curtail the President's public pearances drastically, and to have those few appearances ructured like a military maneuver. Another would be to minimize curity measures and put our faith in luck. Obviously, neither ternative is acceptable.

By establishing a special protective file, the Secret Service hopes at the location of people known to be potentially dangerous can be npointed on a continuing basis. The agency investigates about 000 written or spoken threats annually, and, of these, an average 300 to 400 are considered serious. Last year a list of 379 persons med "dangerous" was compiled. Of these, 182 were in prison and were confined to mental institutions. The remaining 126, who are ow on the streets and free to roam at will, would be placed in the otective file.

If these people were stopped by police and identified as being on e protective list, the Secret Service ould be told of the person's location. he police would be advised not to rrest or detain that person solely on e basis of his or her identification as otentially dangerous to a Secret ervice protectee. Nor would they be llowed to release that information for urposes such as licensing or employment.

Opponents of the file are concerned hat it would constitute an invasion of ndividual rights, that it could lead to a ist of thousands or even a million ames, and that, for the first time, the BI's nationwide computer system ould contain names of people who ave not committed a crime and are ot the subject of a judicial warrant. Some people even contend that the Computer network itself is unconstitutional.

This criticism has been met by Secret Service testimony before Congress and also by an exhaustive memorandum from the Justice Department's office of legal counsel. The ority to prepare and maintain a ective list in the computer of the ational Crime Information Center clearly falls within the legislative mandate to identify and apprehend persons who have threatened the safety of the President and to prevent any person from jeopardizing his physical safety. After all the greatest invasion of an individual's rights occurs when he is physically harmed by another. It would be a strange twist of logic and law that would permit physical harm to one in the name of protecting the rights of another.

The real question is whether the file is necessary, and whether the process used for selecting names is reasonable and subject to adequate safeguards.

In testimony before the judiciary subcommittee, it was suggested by opponents that constant physical surveillance of the 126 individuals would be less intrusive than the establishment of a protective file. This was proposed despite the promise of an elaborate selection procedure, a requirement to disseminate information only to law-enforcement agencies for law-enforcement purposes, and a strict prohibition against the use of such information for licensing or employment purposes or as the basis for arrest or detention.

For those who travel with the President, security precautions and the establishment of the protective file are more than just an academic exercise. In his assault on the President, John W. Hinckley Jr. wounded a Secret Service agent, a police officer and press secretary James Brady as well as President Reagan.

It is ironic that afterward the Secret Service was criticized for its lax protective techniques. In fact, Hinckley had once been found attempting to carry guns onto a plane in Nashville on the very day on which President Jimmy Carter was in town—and the Nashville police so advised the FBI. In the past, even if someone identified by the Secret Service as potentially dangerous was stopped by police, and his name was fed into the FBI computer, the Secret Service would not have been advised of his whereabouts.

Clearly the Secret Service needs this preventive tool if it is to fulfill its protective responsibility.

Richard T. Burress is a former FBI special agent, counsel to the House Republican leadership, deputy counsel to President Richard M. Nixon and assistant to President Gerald R. Ford. He is currently a senior fellow at Stanford's Hoover Institution.

The Washington Post ____
Daily News (New York) ____
The New York Times ____
The Wall Street Journal ____
The Chicago Tribune ____
The Los Angeles Times PT 2 PG 5
The Christian Science Monitor ____

Date 6-7-83

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Here Comes 1984 Again

by DON EDWARDS

Any sound that Winston made, above the level of a very low \[whis]per, would be picked up by it . . . There was of course no way of \[know]ing whether you were being watched at any given moment . . . \[You] had to live—did live, from habit that became instinct—on the \[as]sumption that every sound you made was overheard and except in \[dark]ness, every movement scrutinized."—"1984" by George Orwell

n April, the fundamental purpose of the FBI's National Crime rmation Center—the dissemination of information about con- tions, outstanding warrants, stolen property, missing persons and on—was shattered with the implementation of the Secret Service posal permitting it to enter into its computer the names and criptions of persons it believes pose a danger to its protectees.

he individuals so identified will now be known to every minal-justice user of the NCIC computer system—not just police he beat but also probation officers, judges and others with access rrest records. In some states this information will be available employment and licensing purposes as well.

he important point to remember is that these men and women e not been charged with the crime of threatening a Secret vice protectee. Rather, it is a question of suspicion. Through this tem the Secret Service hopes to track the movements of people it siders dangerous—in other words, to follow them around the ntry, using a computer.

hat is wrong with this? First, the Crime Information Center's f safeguard is breached. The names, descriptions and personal rmation about men and women who are not criminals and who not wanted by the police are entered into a national, computerised telecommunications system for purposes of federal government surveillance.

Second, it is inevitable that this information will unfairly influence the fate of individuals on the list who are stopped by police. Can anyone doubt that a judge, in setting bail or handing down a sentence for even a minor crime or traffic infraction, will not be influenced by the knowledge that the person is considered by the Secret Service to be "dangerous"? Or that a police officer will not decide to arrest the individual once he discovers that he has located a "dangerous" person?

Third, its usefulness in protecting the President is dubious. The Secret Service tells Congress that the NCIC will be an important help in keeping tabs on suspects. I ask the Secret Service: "Which of the six persons who have assassinated, or attempted to assassinate, a President would have been thwarted with NCIC use?" The answer: None—not John W. Hinckley Jr., not Lee Harvey Oswald and none of the others. Sarah Jane Moore would have been in the NCIC system because she had publicly threatened President Gerald R. Ford, but she had been interviewed by the Secret Service the night before she shot at Ford. The Secret Service knew where she was, and that was no help.

Fourth, and most important, once the precedent is set for including investigative data on these kinds of people in the NCIC system, cannot a strong case be made to include other "dangerous" types? How about a list of all radicals, communists, suspected spies? How about a list of all mentally ill persons who have ever made any kind of threat to any public official?

The great danger is not in this modest use by the Secret Service; that could be controlled by strict regulations or by law. But the basic rule has been broken. How do we know that tomorrow the Secret Service will not have a thousand names, or that the FBI, the Internal Revenue Service or some other agency will not want to include its favorite lists of suspects? Once the door has been opened, how many thousands, or millions, will be included?

The most frightening aspect of life in George Orwell's 1984 was that the government always had you under surveillance, not because you were a criminal but because you might, today or tomorrow, do or say something that threatened it. And the government felt threatened by almost everything.

The House Judiciary Committee's subcommittee on civil and constitutional rights, which I chair, is vitally concerned about the quiet, unannounced, undebated action to put this pervasive government surveillance system into operation. We have offered equally effective alternatives to the plan, but the FBI and Secret Service have refused to consider them. Last month we tried to delay implementation of the scheme so that there could be a public debate, but the full Judiciary Committee turned us down.

The members of the committee did not see in this national computerized police telecommunications system the grave dangers of including unproved file information about Americans who are not criminals. They saw it only in terms of a means to an end: protecting the President and others. That end, of course, is so important that it tends to overwhelm reasoned debate on the subject. But that is what the public must demand.

Rep. Don Edwards (D-Calif.) is chairman of the civil and constitutional rights subcommittee of the House Judiciary Committee.

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NCIC FILE REFERENCE CARD

1. AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- Records for stolen, weapons.
- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- Records for stolen license plates.

Missing Person File

- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- Records for unidentified deceased persons.
- Records for persons of any age who are living and unable to ascertain his/her identity.
- Records for unidentified catastrophe victims.
- Records for body parts.

U.S. Secret Service (USSS) Protective File

- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- Records for stolen vehicles.
- Records for vehicles involved in the commission of a crime (felony vehicle).
- Records for stolen component parts.

Wanted Person File

- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- Records for probation and parole violators.
- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

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4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File – Balance of the year entered plus one year.

Boat File – Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File – Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File – Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance of the year entered plus two years.

Interstate Identification Index – Records are retained until the individual reaches the age of 80.

License Plate File – Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for the year of entry plus four years.

Missing Person File – Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File – Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping it in file in an inactive status.

Securities File – Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File – Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File – Records remain in file until action is taken by the USSS.

Vehicle File – Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File – Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

*These identifiers apply to stolen part record inquiries.

Revised April, 1991

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1991 REVISED EDITION

FEDERAL
CRIMINAL CODE
and
RULES

as amended to July 1, 1991

Rules of Criminal Procedure
Rules Governing Habeas Corpus Cases
Rules Governing Motion Attacking Sentence
Rules of Evidence
Rules of Appellate Procedure
Rules of Supreme Court of the United States

Title 18, Crimes and Criminal Procedure
  App. I—Act June 25, 1948, c. 645, §§ 2 to 21
  App. II—Unlawful Possession or Receipt of Firearms
  App. III—Interstate Agreement on Detainers
  App. IV—Classified Information Procedures Act
  App. V—Extradition Treaties Table
Title 15, Section 1644, Fraudulent Use of Credit Cards
Title 21, Chapter 13, Drug Abuse Prevention and Control
Title 26, Chapter 53, Machine Guns, Destructive Devices, and Certain Other Firearms
  Sections 7201 to 7217—Procedure & Administration, Crimes
Title 28, Chapter 58, United States Sentencing Commission
  Chapter 153, Habeas Corpus
  Chapter 175, Civil Commitment and Rehabilitation of Narcotic Addicts
Title 31, Chapter 53, Subch. II, Records and Reports on Monetary Instruments Transactions
Title 41, Sections 51 to 58, Anti-kickback Act of 1986
Title 46 App., Chapter 38, Maritime Drug Law Enforcement

Consolidated Index

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sions: sections 661 (theft), 1361 (depredation of property), 1363 (destruction of property), 1791 (contraband), 1792 (mutiny and riot), and 1793 (trespass) of title 18, United States Code; and

(3) arrest without warrant for any other offense described in title 18 or 21 of the United States Code, if committed on the premises or reservation of a penal or correctional facility of the Bureau of Prisons if necessary to safeguard security, good order, or government property;

if such officer or employee has reasonable grounds to believe that the arrested person is guilty of such offense, and if there is likelihood of such person's escaping before an arrest warrant can be obtained. If the arrested person is a fugitive from custody, such prisoner shall be returned to custody. Officers and employees of the said Bureau of Prisons may carry firearms under such rules and regulations as the Attorney General may prescribe.

(As amended Nov. 10, 1986, Pub.L. 99-646, § 65, 100 Stat. 3615.)

REVISION NOTES

Based on title 18, U.S.C., 1940 ed., § 753k (June 29, 1940, ch. 449, § 5, 54 Stat. 693).

Section was broadened to include authority to make arrests for mutiny, riot or traffic in dangerous instrumentalities, by reference to section 1792 of this title.

Minor changes were made in phraseology and provision for taking arrested person before magistrate was omitted as covered by rule 5(a) of the Federal Rules of Criminal Procedure.

[§ 3051. Repealed. Oct. 31, 1951, c. 655, § 56(f), 65 Stat. 729]

§ 3052. Powers of Federal Bureau of Investigation

The Director, Associate Director, Assistant to the Director, Assistant Directors, inspectors, and agents of the Federal Bureau of Investigation of the Department of Justice may carry firearms, serve warrants and subpoenas issued under the authority of the United States and make arrests without warrant for any offense against the United States committed in their presence, or for any felony cognizable under the laws of the United States if they have reasonable grounds to believe that the person to be arrested has committed or is committing such felony.

(As amended Jan. 10, 1951, c. 1221, § 1, 64 Stat. 1239.)

REVISION NOTES

Based on section 300a of title 5, U.S.C., 1940 ed., Executive Departments and Government Officers and Employees (June 18, 1934, ch. 595, 48 Stat. 1008; Mar. 22, 1935, ch. 39, title II, 49 Stat. 77).

Language relating to seizures under warrant is in section 3107 of this title.

Minor changes were made in phraseology particularly with respect to omission of provision covered by rule 5(a) of Federal Rules of Criminal Procedure.

§ 3053. Powers of marshals and deputies

United States marshals and their deputies may carry firearms and may make arrests without warrant for any offense against the United States committed in their presence, or for any felony cognizable under the laws of the United States if they have reasonable grounds to believe that the person to be arrested has committed or is committing such felony.

REVISION NOTES

Based on section 504a of title 28, U.S.C., 1940 ed., Judicial Code and Judiciary (June 15, 1935, ch. 259, § 2, 49 Stat. 378).

Minor changes were made in phraseology.

[§ 3054. Repealed. Pub. L. 97-79, § 9(b)(3), Nov. 16, 1981, 95 Stat. 1079]

§ 3055. Officers' powers to suppress Indian liquor traffic

The chief special officer for the suppression of the liquor traffic among Indians and duly authorized officers working under his supervision whose appointments are made or affirmed by the Commissioner of Indian Affairs or the Secretary of the Interior may execute all warrants of arrest and other lawful precepts issued under the authority of the United States and in the execution of his duty he may command all necessary assistance.

REVISION NOTES

Based on section 250 of title 25, U.S.C., 1940 ed. Indians (Aug. 24, 1912, ch. 388, § 1, 37 Stat. 519).

The only change was to delete the words at the beginning of the section. "The powers conferred by section 504 of title 28 upon marshals and their deputies are conferred upon." and the addition, at the end of the section, of the phrase expressing such powers beginning with the words "may execute all warrants".

§ 3056. Powers, authorities, and duties of United States Secret Service

(a) Under the direction of the Secretary of the Treasury, the United States Secret Service is authorized to protect the following persons:

(1) The President, the Vice President (or other officer next in the order of succession to the Office of President), the President-elect, and the Vice President-elect.

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(2) The immediate families of those individuals listed in paragraph (1).

(3) Former Presidents and their spouses for their lifetimes, except that protection of a spouse shall terminate in the event of remarriage.

(4) Children of a former President who are under 16 years of age.

(5) Visiting heads of foreign states or foreign governments.

(6) Other distinguished foreign visitors to the United States and official representatives of the United States performing special missions abroad when the President directs that such protection be provided.

(7) Major Presidential and Vice Presidential candidates and, within 120 days of the general Presidential election, the spouses of such candidates. As used in this paragraph, the term "major Presidential and Vice Presidential candidates" means those individuals identified as such by the Secretary of the Treasury after consultation with an advisory committee consisting of the Speaker of the House of Representatives, the minority leader of the House of Representatives, the majority and minority leaders of the Senate, and one additional member selected by the other members of the committee.

The protection authorized in paragraphs (2) through (7) may be declined.

(b) Under the direction of the Secretary of the Treasury, the Secret Service is authorized to detect and arrest any person who violates—

(1) section 508, 509, 510, 871, or 879 of this title or, with respect to the Federal Deposit Insurance Corporation, Federal land banks, and Federal land bank associations, section 213, 216, 433, 493, 657, 709, 1006, 1007, 1011, 1013, 1014, 1907, or 1909 of this title;

(2) any of the laws of the United States relating to coins, obligations, and securities of the United States and of foreign governments; or

(3) any of the laws of the United States relating to electronic fund transfer frauds, credit and debit card frauds, and false identification documents or devices; except that the authority conferred by this paragraph shall be exercised subject to the agreement of the Attorney General and the Secretary of the Treasury and shall not affect the authority of any other Federal law enforcement agency with respect to those laws.

(c)(1) Under the direction of the Secretary of the Treasury, officers and agents of the Secret Service are authorized to—

(A) execute warrants issued under the laws of the United States;

(B) carry firearms;

(C) make arrests without warrant for any offense against the United States committed in their presence, or for any felony cognizable under the laws of the United States if they have reasonable grounds to believe that the person to be arrested has committed or is committing such felony;

(D) offer and pay rewards for services and information leading to the apprehension of persons involved in the violation or potential violation of those provisions of law which the Secret Service is authorized to enforce;

(E) pay expenses for unforeseen emergencies of a confidential nature under the direction of the Secretary of the Treasury and accounted for solely on the Secretary's certificate; and

(F) perform such other functions and duties as are authorized by law.

(2) Funds expended from appropriations available to the Secret Service for the purchase of counterfeits and subsequently recovered shall be reimbursed to the appropriations available to the Secret Service at the time of the reimbursement.

(d) Whoever knowingly and willfully obstructs, resists, or interferes with a Federal law enforcement agent engaged in the performance of the protective functions authorized by this section or by section 1752 of this title shall be fined not more than $1,000 or imprisoned not more than one year, or both.

(As amended July 16, 1951, c. 226, § 4, 65 Stat. 122; Aug. 31, 1954, c. 1143, § 2, 68 Stat. 999; Aug. 18, 1959, Pub.L. 86-168, Title I, § 104(h), 73 Stat. 387; Oct. 10, 1962, Pub.L. 87-791, 76 Stat. 809; Oct. 15, 1962, Pub.L. 87-829, § 3, 76 Stat. 964; Sept. 15, 1965, Pub.L. 89-186, 79 Stat. 791; Sept. 29, 1965, Pub.L. 89-218, 79 Stat. 890; Oct. 21, 1968, Pub.L. 90-608, ch. XI, § 1101, 82 Stat. 1198; Jan. 2, 1971, Pub.L. 91-644, Title V, § 19, 84 Stat. 1892; Jan. 5, 1971, Pub.L. 91-651, § 4, 84 Stat. 1941; July 12, 1974, Pub.L. 93-346, § 8, as added Dec. 27, 1974, Pub.L. 93-552, Title VI, § 608(a), 88 Stat. 1765; Sept. 11, 1976, Pub.L. 94-408, § 2, 90 Stat. 1239; Oct. 12, 1982, Pub.L. 97-297, § 2, 96 Stat. 1318; Oct. 14, 1982, Pub.L. 97-308, § 2, 96 Stat. 1452; Nov. 14, 1983, Pub.L. 98-151, § 115(b), 97 Stat. 977; Oct. 30, 1984, Pub.L. 98-587, § 1(a), 98 Stat. 3110.)

REVISION NOTES

Based on title 18, U.S.C., 1940 ed., § 148, and on sections 264(x) and 986 of title 12, U.S.C., 1940 ed., Banks and Banking (Dec. 23, 1913, ch. 6, § 12B, subsection (x), as added June 16, 1933, ch. 89, § 8, 48 Stat. 178; July 17, 1916, ch. 245, § 31, sixth paragraph, 39 Stat. 382 (384);

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Dec. 11, 1926, ch. 2, § 3, 44 Stat. 918; Aug. 23, 1935, ch. 614, § 101, 49 Stat. 684, 703).

Section consolidates said section 148 of title 18, U.S.C., 1940 ed., and said sections 264(x) and 986 of title 12, U.S.C., 1940 ed., Banks and Banking.

Said section 148 of title 12, U.S.C., 1940 ed., Banks and Banking, was concerned with offenses relating to counterfeiting and passing, etc., of transportation requests and to the unlawful possession or making of plates, stones, etc., used in making such requests, which were defined in sections 146 and 147 of said title 18, now sections 508 and 509 of this title.

Said sections 264(x) and 986 of title 12, U.S.C., 1940 ed., Banks and Banking, were concerned with various offenses as defined in sections 981–985, 987 of said title 12, relating to Federal land banks, joint-stock land banks and national farm loan associations, and as defined in section 264 of said title 12 relating to the Federal Deposit Insurance Corporation. All of the provisions of said sections 981–985, 987 of said title 12, and the criminal provisions of said section 264 of said title 12, were transferred to this title where they were, in some instances, consolidated with similar provisions from other sections. Such provisions are now incorporated in sections 218, 221, 433, 493, 657, 709, 1006, 1007, 1011, 1013, 1014, 1907, and 1909 of this title. In most instances, these sections, as the result of the consolidations, relate to other organizations as well as those mentioned above, but, by enumerating the Federal Deposit Insurance Corporation, Federal land banks, joint-stock land banks, and national farm loan associations in this section, the powers of the Secret Service are not broadened beyond what they were in said sections 264(x) and 986 of said title 12.

In this section, the wording of said section 148 of title 18, U.S.C., 1940 ed., and section 986 of title 12, U.S.C., 1940 ed., Banks and Banking reading "The Secretary of the Treasury is hereby authorized to direct and use the Secret Service Division of the Treasury Department" was adopted, rather than the wording of said section 264(x) of said title 12, which read "The Secret Service Division of the Treasury Department is authorized."

Words, "of the United States marshal having jurisdiction", following "custody" in all three of said sections, were omitted as surplusage.

Changes were made in phraseology.

EDITORIAL NOTES

Personal Protection of Major Presidential or Vice-Presidential Candidates and Spouses. Pub.L. 90–331, June 6, 1968, 82 Stat. 170, amended by Pub.L. 94–408, § 1, Sept. 11, 1976, 90 Stat. 1239; Pub.L. 94–524, § 11, Oct. 17, 1976, 90 Stat. 2477; Pub.L. 96–329, Aug. 11, 1980, 94 Stat. 1029, which authorized the Secret Service to protect major presidential or vice-presidential candidates and their spouses, was repealed by Pub.L. 98–587, § 2, Oct. 30, 1984, 98 Stat. 3111.

Presidential Protection Assistance Act of 1976. Pub.L. 94–524, §§ 1 to 10, Oct. 17, 1976, 90 Stat. 2475, as amended by Pub.L. 99–190, § 143, Dec. 19, 1985, 99 Stat. 1324; Pub.L. 101–136, Title V, § 527, Nov. 3, 1989, 103 Stat. 815; Pub.L. 101–509, Title V, § 531(a), Nov. 5, 1990, 104 Stat. 1469, provided:

"That this Act may be cited as the 'Presidential Protection Assistance Act of 1976'.

"Sec. 2. As used in this Act the term—

"(1) 'Secret Service' means the United States Secret Service, the Department of the Treasury;

"(2) 'Director' means the Director of the Secret Service;

"(3) 'protectee' means any person eligible to receive the protection authorized by section 3056 of title 18, United States Code, or Public Law 90–331 (82 Stat. 170) [set out above];

"(4) 'Executive departments' has the same meaning as provided in section 101 of title 5, United States Code;

"(5) 'Executive agencies' has the same meaning as provided in section 105 of title 5, United States Code;

"(6) 'Coast Guard' means the United States Coast Guard, Department of Transportation or such other Executive department or Executive agency to which the United States Coast Guard may subsequently be transferred;

"(7) 'duties' means all responsibilities of an Executive department or Executive agency relating to the protection of any protectee; and

"(8) 'non-Governmental property' means any property owned, leased, occupied, or otherwise utilized by a protectee which is not owned or controlled by the Government of the United States of America.

"Sec. 3. (a) Each protectee may designate one non-governmental property to be fully secured by the Secret Service on a permanent basis.

"(b) A protectee may thereafter designate a different non-Governmental property in lieu of the non-Governmental property previously designated under subsection (a) (hereinafter in this Act referred to as the 'previously designated property') as the one non-Governmental property to be fully secured by the Secret Service on a permanent basis under subsection (a). Thereafter, any expenditures by the Secret Service to maintain a permanent guard detail or for permanent facilities, equipment, and services to secure the non-Governmental property previously designated under subsection (a) shall be subject to the limitations imposed under section 4.

"(c) For the purposes of this section, where two or more protectees share the same domicile, such protectees shall be deemed a single protectee.

"Sec. 4. Expenditures by the Secret Service for maintaining a permanent guard detail and for permanent facilities, equipment, and services to secure any non-Governmental property in addition to the one non-Governmental property designated by each protectee under subsection 3(a) or 3(b) may not exceed a cumulative total of $75,000 at each such additional non-Governmental property, unless expenditures in excess of that amount are specifically approved by resolutions adopted by the Committees on Appropriations of the House and Senate, respectively.

"Sec. 5. (a) All improvements and other items acquired by the Federal Government and used for the purpose of securing any non-Governmental property in the performance of the duties of the Secret Service shall be the property of the United States.

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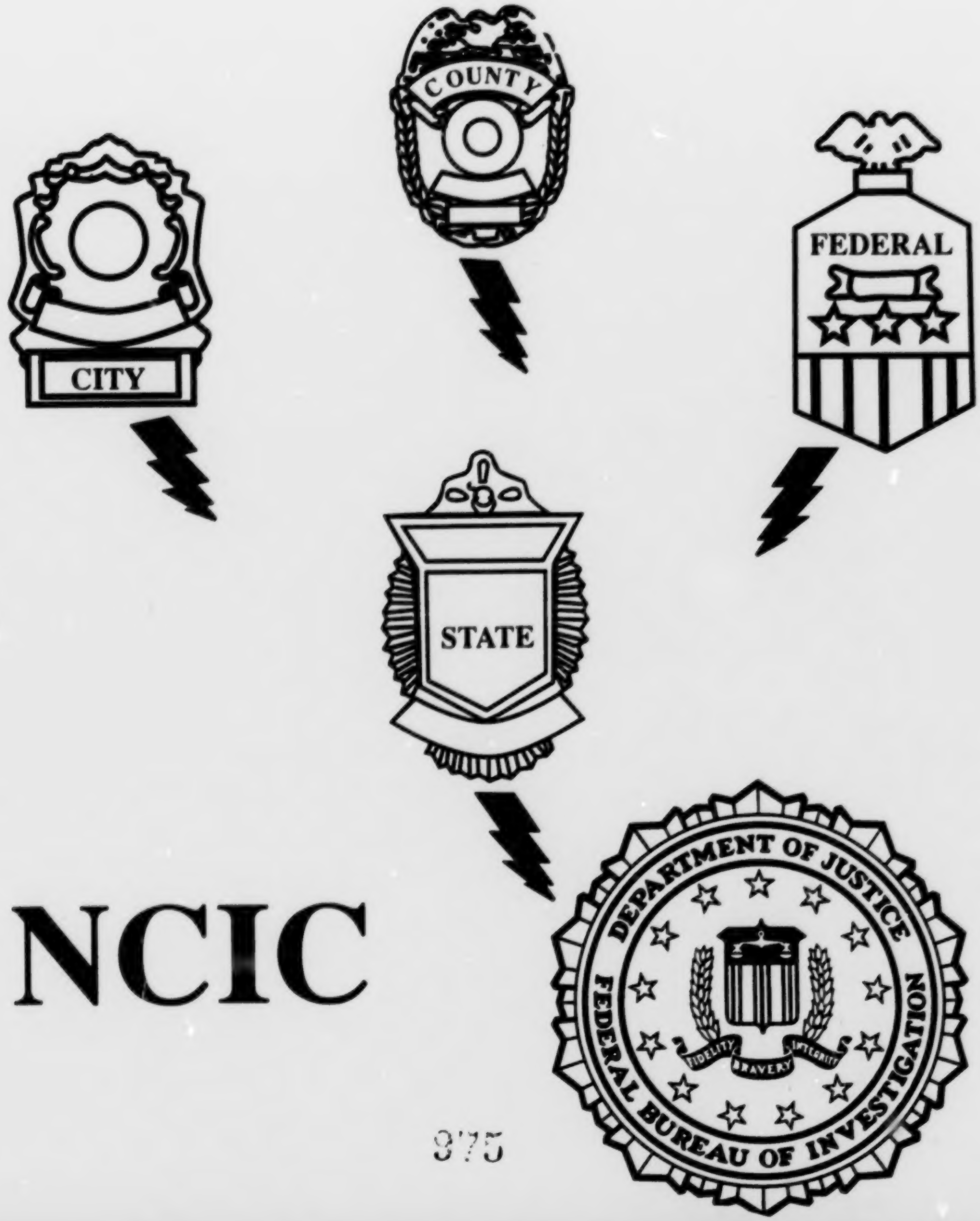
U.S.Department of Justice
Federal Bureau of Investigation

ATF VIOLENT FELON FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS


COUNTY
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STATE

NCIC

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NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON FILE

TITLE OF INSTRUCTION: NCIC ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON FILE

TIME ALLOTTED: 30 Minutes

TARGET GROUP: Full Access Terminal Operators

INSTRUCTOR:

METHOD OF INSTRUCTION: Lecture, Discussion, and Overhead Transparencies

DATE:

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

- Vehicle (VF)
- License Plate (LPF)
- Boat (BF)
- Gun (GF)
- Article (AF)
- Securities (SF)
- Wanted Person (WPF)
- Foreign Fugitive (FFF)
- United States Secret Service Protective (SSF)
- Missing Person (MPF)
- Unidentified Person (UPF)
- Bureau of Alcohol, Tobacco and Firearms (ATF)
- Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from a NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.

(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. Please review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues, technical information, and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC ATF VIOLENT FELON FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC ATF Violent Felon File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define an ATF Violent Felon record for NCIC purposes.
2. State the purpose of an NCIC wanted person record inquiry which may generate a hit on an NCIC ATF Violent Felon File record.
3. Describe the requirements for an NCIC wanted person record inquiry transaction which may generate a hit on an NCIC ATF Violent Felon File record.
4. List the responses that may be received as a result of a hit on an NCIC ATF Violent Felon record inquiry transaction.
5. Explain the Cross-Search capability of the Wanted Person File when a hit is generated on an NCIC ATF Violent Felon record.
6. Describe the policy issues and general information that may affect an NCIC ATF Violent Felon record inquiry transaction.
7. State the retention period for an NCIC ATF Violent Felon record.

CRITERION TEST

DEFINITION SECTION

1. State the definition of an individual in the ATF Violent Felon File for NCIC purposes.

INQUIRY SECTION

1. Record inquiries cannot be made into the NCIC ATF Violent Felon File, but an inquiry of the NCIC ____________ ______________ File may generate a hit on an ATF Violent Felon record.

2. List two occasions when an NCIC wanted person record inquiry should be made which may generate a hit on an ATF Violent Felon record.

3. An NCIC Wanted Person File record inquiry by Name (NAM) and one or more or all the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN), will cross search the following NCIC "Hot" Files:

ENTRY SECTION

1. State the purpose of an NCIC ATF Violent Felon record entry.

2. Who has the authority to enter records in the ATF Violent Felon File?

3. Describe an ATF Violent Felon NCIC (NIC) Number.

RETENTION PERIOD SECTION

1. An ATF Violent Felon record remains in NCIC ____________ or until the entering agency __________ or __________ the record.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines a record for an individual in the ATF Violent Felon File as one who is not wanted, but of whom ATF is interested in if a firearm and/or ammunition is in their possession. This felon has:

   a. A minimum of three prior felony convictions for crimes of violence or serious drug offenses

   b. A felony conviction for a violent crime when a firearm or other weapon was used

   c. A conviction for a crime when the subject injured or killed the victim

   d. Either been on probation, parole, or released from supervision within the last five years

INQUIRY SECTION

1. An inquiry cannot be made into the NCIC ATF Violent Felon File, but an inquiry of the NCIC Wanted Person File may generate a hit on an ATF Violent Felon record.

2. NCIC wanted person record inquiries should be made on, but not limited to:

   a. Individuals who have been temporarily detained

   b. All persons charged with a crime

   c. Suspicious individuals who have been required to show a drivers license

3. An NCIC Wanted Person File record inquiry by Name (NAM), and Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN), will cross search the following NCIC "Hot" Files:

   a. Foreign Fugitive

   b. Missing Person

   c. ATF Violent Felon

   d. U.S. Secret Service Protective

ENTRY SECTION

1. The purpose of an NCIC ATF Violent Felon record entry is to place the individual(s) record into NCIC making the information available to authorized criminal justice agencies.

2. The Bureau of Alcohol, Tobacco and Firearms has the authority to enter records into the ATF Violent Felon File.

3. An ATF Violent Felon File unique NCIC (NIC) Number begins with the letter "F" and is followed by nine numeric characters.

RETENTION PERIOD SECTION

1. An ATF Violent Felon record remains in NCIC indefinitely or until the entering agency clears or cancels the record.

ITEMS AND MATERIALS

Overhead Transparencies, Overhead Projector, and Screen
VCR and Monitor
Video Tape: "NCIC/ATF VIOLENT FELON FILE"

OVERHEAD TRANSPARENCIES (OH):

VFF-OH	#1	Title Page
VFF-OH	#2	Penalty Enhancement
VFF-OH	#3	Penalty of Armed Career Criminal
VFF-OH	#4	Definition of an NCIC ATF Violent Felon Record for NCIC purposes
VFF-OH	#5	Requirements for NCIC ATF Violent Felon Record Inquiry
VFF-OH	#6	Example of Positive Response
VFF-OH	#7	NCIC Wanted Person File Cross Search
VFF-OH	#8	Example of No Response
VFF-OH	#9	Example of Reject
VFF-OH	#10	NCIC ATF Violent Felon Record Entry Criteria
VFF-OH	#11	NCIC ATF Violent Felon File Record Retention Period

HANDOUT MATERIAL (HD):

VFF-HD	#1	BUREAU OF ALCOHOL, TOBACCO AND FIREARMS VIOLENT OFFENDER PROGRAM BOOKLET

I. INTRODUCTION

THIS THIRTY-MINUTE BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC ATF VIOLENT FELON FILE.

In May, 1991, Wisconsin police officers responded to a complaint that a man was threatening people with a fireman. A vehicle was stopped by officers at the scene of the complaint. The police determined that the occupant of the vehicle was sitting on a .32-caliber semiautomatic pistol. The occupant, Melvin Arthur, was previously convicted of two stabbings and two shootings, all separate incidents. The defendant was sentenced under the Armed Career Criminal Statute Enhancement of Title 18, USC, Section 924(e). The code states that persons having at least three previous separate convictions for violent felony and/or serious drug offenses will be subject to a fine of not more than $25,000 and imprisoned not less than 15 years with no chance of suspension, probation, or parole.

The NCIC ATF Violent Felon File, implemented March 1, 1992, is an intelligence-type file containing records on individuals who have three or more previous convictions for a violent felony or serious drug offense. These individuals are barred from possessing

References

OH#1

IO - INSTRUCTIONA OBJECTIVE

OH - OVERHEAD TRANSPARENCY

HD - HANDOUT MATERIAL

OH#2

OH#3

a firearm and/or ammunition. As of May 1, 1992, there were 414 records entered in the NCIC ATF Violent Felon File.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC ATF Violent Felon File. Effective utilization of the NCIC ATF Violent Felon File will enhance criminal justice operations and create a safer environment for the criminal justice community.

II. DEFINITION OF AN NCIC ATF VIOLENT FELON RECORD FOR NCIC PURPOSES

IO#1

OH#4

NCIC defines a record for an individual in the ATF Violent Felon File as one who is not wanted, but of whom the ATF is interested in if a firearm and/or ammunition is in their possession. The felon has:

A. A minimum of three prior felony convictions for crimes of violent or serious drug offenses

B. A felony conviction for a violent crime when a firearm or other weapon was used

C. A conviction for a crime when the subject injured or killed the victim

D. Either been on probation, parole, or released from supervision within the last five years

III. INQUIRY OF NCIC ATF VIOLENT FELON RECORD

A. Purpose IO#2

The purpose of an NCIC wanted person record inquiry is to determine if a record is in NCIC. As a result of inquiries made into the NCIC Wanted Person File, a hit may be generated on an ATF Violent Felon record. Inquiries should be made on, but are not limited to:

1. Routine field interrogations
2. Suspicious individuals who have been required to show a drivers license
3. Individuals who have been temporarily detained
4. Suspects developed through criminal investigations

B. Requirements IO#3

Record inquiries cannot be made into the ATF Violent Felon File; therefore, **the same requirements used to search the Wanted Person File** must be used for the ATF Violent Felon File. To inquire on a wanted person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to **NAME (NAM)** and one or more, or all, of the following fields: OH#5

1. Date of Birth (DOB)
2. FBI Number (FBI)
3. Miscellaneous Number (MNU)
4. Social Security Number (SOC)
5. Operator's License Number (OLN)
6. Originating Agency Case Number (OCA)

Additionally, the NCIC Number (NIC) must be used separately preceded by the MKE and ORI.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA. ALSO REFER TO THE NCIC WANTED PERSON FILE LESSON PLAN PART III INQUIRY OF NCIC WANTED PERSON RECORD.

C. Interpreting Responses **IO#4**

An NCIC wanted person record inquiry will cause the NCIC computer to transmit the following responses:

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in an NCIC inquiry match descriptors in an active NCIC wanted person record(s). **OH#6** **HD#1**
   and

2. **Cross Search** - An inquiry into the NCIC Wanted Person File searches Wanted Person, Foreign Fugitive, Missing Person, ATF Violent Felon, and U.S. Secret Service (USSS)Protective Files. **IO#5** **OH#7**
   or

3. **No record** - indicates to the inquiring agency that the **descriptors** in the NCIC inquiry **do not match descriptors** in any active NCIC **wanted person** record or any of the **person files.*** **OH#8**
   or

4. **Reject** - indicates to the inquiring agency that the **inquiry was** unsuccessful **due to an error** in either the data, **codes**, or **format** of the NCIC inquiry. **OH#9**

   *** Wanted Person, Foreign Fugitive, Missing Person, ATF Violent Felon, USSS Protective Files.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines IO#6

1. Policy Issues

a. When a positive response(s) to an NCIC inquiry is received and the individual has a firearm and/or ammunition in his/her possession, the following procedure must be followed:

(1) Verify that the person is identical to the subject of the Violent Felon record comparing physical and numeric descriptors of the subject of the inquiry with the descriptive data in the hit record.

(2) Call ATF to confirm the identity of the person and advise that the hit subject has a firearm and/or ammunition in his/her possession.

(3) If appropriate, charge the subject with a Federal firearms violation and hold the person for Federal officers.

The locating agency must contact the Bureau of Alcohol, Tobacco and Firearms by phone using the 800 number in the record or by NLETS to ORI/ DCATF0000 to confirm the hit. **A Special Agent at ATF Headquarters** will respond within ten minutes.

INSTRUCTOR'S NOTE: ATF WILL DETERMINE WHETHER THE CIRCUMSTANCES CONSTITUTE A FEDERAL FIREARMS VIOLATION. ATF WILL ALSO DETERMINE IF APPROPRIATE FEDERAL FIREARMS CHARGES WILL BE FILED AGAINST THE SUBJECT IN ADDITION TO ANY LOCAL CHARGES. IF ALL THE CONFIRMATION CRITERIA HAVE BEEN MET, ATF MAY REQUEST THE LAW ENFORCEMENT OFFICER TO ARREST THE SUBJECT. AN ATF AGENT WILL PROCEED TO THE LOCATION WHERE THE SUBJECT IS DETAINED.

2. General Information

    a. Caveats

        (1) Offense code, (OFF/8002), translation; (subject has 3 or more convictions for violent felonies/serious drug offenses), produces two caveats when a hit is received. The caveats are:

            (a) An enhancement for officer safety that advises the officer to proceed with caution, **but do not search, detain, or arrest based solely on this record**.

INSTRUCTOR'S NOTE: A RECORD IN THE ATF VIOLENT FELON FILE WOULD SUPPORT AN ARREST OR A SEARCH INCIDENT TO ARREST ONLY IF CRIMINAL FACTS IN ADDITION TO THOSE INVOLVING THE IDENTITY OF THE RECORD SUBJECT ARE PRESENT WITHIN THE OBSERVATION OF THE DETAINING OFFICER; I.E., OBSERVATION OF A WEAPON AND/OR AMMUNITION IN THE RECORD SUBJECT'S POSSESSION.

            (b) A warning that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

INSTRUCTORS'S NOTE: THOSE VIOLENT FELONY OFFENDERS CONVICTED OF POSSESSING A FIREARM AND/OR AMMUNITION ARE SUBJECT TO A FINE OF NOT MORE THAN $25,000 AND IMPRISONMENT OF NOT LESS THAN 15 YEARS WITH NO SUSPENSION, PAROLE, OR PROBATION.

IV. LOCATE OF NCIC ATF VIOLENT FELON RECORD

NCIC users cannot place locates on ATF Violent Felon records.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT A LOCATE CAN ONLY BE PLACED ON VEHICLE, LICENSE PLATE, BOAT, GUN, ARTICLE, SECURITIES, WANTED PERSON, FOREIGN FUGITIVE (CANADIAN RECORDS ONLY), AND MISSING PERSON FILE RECORDS. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE).

V. ENTRY OF NCIC ATF VIOLENT FELON RECORD

A. Purpose

The purpose of an NCIC ATF Violent Felon record entry is to place the individual(s) record into NCIC, making the information available to authorized criminal justice agencies.

1. A successful NCIC ATF Violent Felon record entry will generate a unique NCIC (NIC) number beginning with the letter "F" followed by nine numerics. The NIC number can be used in making inquiries on an ATF record. OH#10

2. The ATF Violent Felon File contains records on individuals who have three or more previous convictions for a "violent felony" or "serious drug offense" (as defined in 18 U.S.C. Section 924 (e)(2). An ATF Violent Felon record may be entered when the subject meets all of the following criteria:

    a. A minimum of three prior felony convictions for crimes of violence or serious drug offfenses.

    b. Have a felony conviction for a violent crime when a firearm or other weapon was used.

    c. Have a conviction for a crime when the subject injured or killed the victim.

    d. The subject has either been on probation, parole, or released from supervision within the last five years.

3. The Bureau of Alcohol, Tobacco and Firearms has set a maximum of 500 records to be entered into the ATF Violent Felon File. The maximum is based on resources to monitor, maintain, and respond to that case load.

INSTRUCTOR'S NOTE: INFORM STUDENTS THAT ONLY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS CAN ENTER RECORDS INTO THE ATF VIOLENT FELON FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

VI. ENTRY OF SUPPLEMENTAL RECORD TO ATF VIOLENT FELON RECORD

INSTRUCTOR'S NOTE: INFORM STUDENTS THAT ONLY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS CAN ENTER SUPPLEMENTAL RECORDS INTO THE ATF VIOLENT FELON FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

VII. ENTRY OF ADD-ON RECORD TO NCIC ATF VIOLENT FELON RECORD

An add-on record cannot be appended to an NCIC ATF Violent Felon record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC ATF VIOLENT FELON RECORD

INSTRUCTOR'S NOTE: INFORM STUDENTS THAT ONLY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS CAN MODIFY RECORDS IN THE ATF VIOLENT FELON FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

IX. CLEAR OF NCIC ATF VIOLENT FELON RECORD

INSTRUCTOR'S NOTE: INFORM STUDENTS THAT ONLY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS CAN CLEAR RECORDS IN THE ATF VIOLENT FELON FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION.

X. CANCELLATION OF NCIC ATF VIOLENT FELON RECORD

INSTRUCTOR'S NOTE: INFORM STUDENTS THAT ONLY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS CAN CANCEL RECORDS IN THE ATF VIOLENT FELON FILE. CHECK WITH YOUR CONTROL TERMINAL AGENCY (CTA) AND REGIONAL INTERFACE (IF APLICABLE) FOR MORE INFORMATION.

XI. RETENTION PERIOD

IO#7

OH#11

The retention period for an NCIC ATF Violent Felon File record is indefinite, or until cleared or cancelled by the Bureau of Alcohol, Tobacco and Firearms.

XII. CONCLUSION

The NCIC ATF Violent Felon File serves as an intelligence-type file. As of May 1, 1992 there were 414 records entered in NCIC.

Through the combined efforts of NCIC, ATF, and legislation such as the Armed Career Criminal Act, the rate of violent crime can be reduced. Hopefully hits on the file will have the potential for increasing the number of apprehensions of armed violent felons. Resulting convictions will remove violent felons from society because imprisonment will be no less than 15 years with no suspension, parole, or probation.

Officer safety is enhanced because those persons with a history of violent crimes or serious drug offenses can be identified by the record. It is particularly important to remember:

1. Record inquiries cannot be made directly into the ATF Violent Felon File. An inquiry of the NCIC Wanted Person File may generate a hit on Wanted Person, Foreign Fugitive, Missing Person, ATF Violent Felon, and USSS Protective records.

2. The subject of an inquiry cannot be searched, arrested, or detained based solely on the record response.

Effective utilization of the guidelines presented in this lesson plan will help ensure that correct procedures are followed when receiving hits on the ATF Violent Felon records.

INSTRUCTOR'S NOTE: SHOW "NCIC/ATF VIOLENT FELON FILE" VIDEO, (VIDEO PLAYING TIME-10:15 MINUTES).

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NATIONAL CRIME INFORMATION CENTER

ALCOHOL, TOBACCO AND FIREARMS (ATF) VIOLENT FELON FILE

THE PENALTY ENHANCMENT

Title 18, U.S.C., SECTION 924(e)(1)

In the case of a person who violates section 922(g) of this title and has three previous convictions by any court referred to in section 922(g)(1)of this title for a violent felony or serious drug offense, or both, committed on occasions different from one another, such person shall be fined not more than $25,000 and imprisoned not less than 15 years, and, notwithstanding any other provision of law, the court shall not suspend the sentence of, or grant a probationary sentence to such person with respect to the conviction under 922(g), and such person shall not be eligible for parole with respect to the sentence imposed under this subsection.

PENALTY OF ARMED CAREER CRIMINAL

(18 U.S.C.924(e)(1))

3 TIME CONVICTED FELON

POSSESSION OF A FIREARM OR AMMUNITION

MANDATORY 15 YEAR SENTENCE

DEFINITION OF AN NCIC ATF VIOLENT FELON RECORD FOR NCIC PURPOSES

NCIC DEFINES A RECORD FOR AN INDIVIDUAL IN THE ATF VIOLENT FELON FILE AS ONE WHO IS NOT WANTED BUT OF WHOM ATF IS INTERESTED IN IF A FIREARM AND/OR AMMUNITION IS IN THEIR POSSESSION. THE FELON HAS:

A. A MINIMUM OF THREE PRIOR FELONY CONVICTIONS FOR CRIMES OF VIOLENCE OR SERIOUS DRUG OFFENSES

B. A FELONY CONVICTION FOR A VIOLENT CRIME WHEN A FIREARM OR OTHER WEAPON WAS USED

C. A CONVICTION FOR A CRIME WHEN THE SUBJECT INJURED OR KILLED THE VICTIM

D. EITHER BEEN ON PROBATION, PAROLE, OR RELEASED FROM SUPERVISION WITHIN THE LAST FIVE YEARS

REQUIREMENTS FOR NCIC WANTED PERSON RECORD INQUIRIES

RECORD INQUIRIES CANNOT BE MADE INTO THE ATF VIOLENT FELON FILE DIRECTLY. AN INQUIRY OF THE NCIC WANTED PERSON FILE MAY GENERATE A HIT ON AN ATF VIOLENT FELON RECORD. TO INQUIRE ON A WANTED PERSON RECORD USE:

A. MESSAGE KEY (MKE)
B. ORIGINATING AGENCY IDENTIFIER (ORI) AND, NAME (NAM) AND ONE OR MORE, OR ALL OF THE FOLLOWING FIELDS:

1. **DATE OF BIRTH (DOB)**
2. **FBI NUMBER (FBI)**
3. **MISCELLANEOUS NUMBER (MNU)**
4. **SOCIAL SECURITY NUMBER (SOC)**
5. **OPERATOR'S LICENSE NUMBER (OLN)**
6. **ORIGINATING AGENCY CASE NUMBER (OCA)**

OR

7. **ADDITIONALLY, THE NCIC NUMBER (NIC) MUST BE USED SEPARATELY PRECEDED BY THE MKE AND ORI.**

EXAMPLE OF POSITIVE RESPONSE

```
1L01HEADER.QW.MD1012400.NAM/RECORD, TEST.SEX/M.RAC/W.DOB/010141

MD10112400
*****CAUTION-THIS IS A RESPONSE FROM THE ATF VIOLENT FELON FILE
*******WARNING--YOUR SUBJECT MAY BE A VIOLENT CONVICTED FELON.*******
RECORD NIC/F123456789 FOLLOWS.  DO NOT SEARCH, DETAIN OR ARREST BASED
SOLELY ON THIS RECORD.  RECORD SUBJECT HAS MULTIPLE CONVICTIONS FOR
VIOLENT FELONIES AND/OR SERIOUS DRUG OFFENSES.  RECORD SUBJECT MAY BE
ARRESTED ON FEDERAL FELONY CHARGES IF IN POSSESSION OF A FIREARM.
CHECK YOUR SUBJECT'S IDENTITY USING PERSONAL DESCRIPTORS.  IF YOUR
SUBJECT IS THE RECORD SUBJECT AND IF YOUR SUBJECT IS IN POSSESSION OF
A FIREARM, IMMEDIATELY CONTACT BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
AT 1-800-659-6242
MKE/VIOLENT FELON
ORI/DCATF0000 NAM/RECORD, TEST SEX/M RAC/W
POB/US DOB/010141 HGT/510 WGT/180 EYE/BRO HAI/BRO FBI/999990X1
SKN/FAR SMT/SC LF ARM SOC/777010000 OFF/SUBJ HAS 3 OR MORE CONVICTIONS
FOR VIOLENT FELONIES/SERIOUS DRUG OFFS
OCA/TEST MIS/THIS IS A ATF VIOLENT FELON FILE TEST RECORD
$$$ TEST $$$ --TEST-- ////TEST RECORD ONLY////
ORI IS BUREAU OF ATF HDQTRS WASHINGTON DC
NIC/F123456789
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.******END OF VIOLENT FELON FILE RESPONSE******
```

NCIC WANTED PERSON FILE CROSS SEARCH

AN INQUIRY INTO THE WANTED PERSON FILE SEARCHES:

MISSING PERSON FILE

FOREIGN FUGITIVE FILE

ATF VIOLENT FELON FILE

U.S. SECRET SERVICE PROTECTIVE FILE

EXAMPLE OF NO RESPONSE

```
ZW.DCFBIWAN1.NAM/RECORD, TEST.DOB/010101


====RECV 02:20EST ====

DCFBIWAN1

NO NCIC WANT DOB/0010101 NAM/RECORD, TEST
```

EXAMPLE OF REJECT

ZW.DCFBIWAN1.NAM/RECORD, TEST.DOB/111

DCFBIWAN1

REJ FLD ERR DOB

NCIC ATF VIOLENT FELON RECORD ENTRY CRITERIA

AN ATF VIOLENT FELON RECORD MAY BE ENTERED WHEN THE SUBJECT MEETS ALL OF THE FOLLOWING CRITERIA:

A. A MINIMUM OF THREE PRIOR FELONY CONVICTIONS FOR CRIMES OF VIOLENCE OR SERIOUS DRUG OFFENSES

B. HAVE A FELONY CONVICTION FOR A VIOLENT CRIME WHERE A FIREARM OR OTHER WEAPON WAS USED

C. HAVE A CONVICTION FOR A CRIME WHEN THE SUBJECT INJURED OR KILLED THE VICTIM

D. THE SUBJECT HAS EITHER BEEN ON PROBATION, PAROLE, OR RELEASED FROM SUPERVISION WITHIN THE LAST FIVE YEARS

NCIC ATF VIOLENT FELON FILE RECORD RETENTION PERIOD

THE RETENTION PERIOD FOR AN NCIC ATF VIOLENT FELON FILE RECORD

IS INDEFINITE, OR UNTIL CLEARED OR CANCELLED

BY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

THE DEPARTMENT OF THE
TREASURY
U S
SPECIAL AGENT

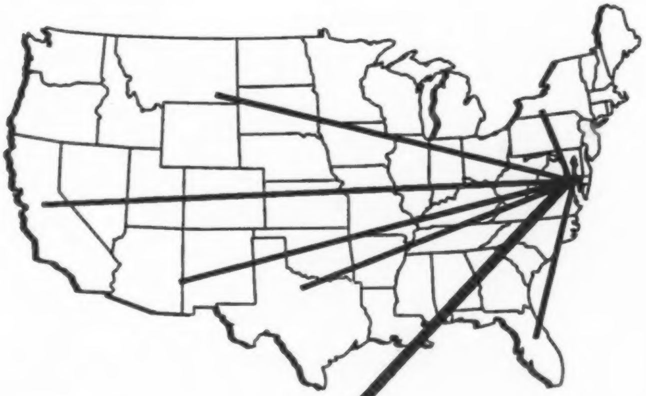
VIOLENT OFFENDER PROGRAM

VFF-HD #1

INTRODUCTION

As public opinion surveys have clearly demonstrated, crime is at the top of the list of the greatest concerns of the American public. In fact, in 1989, the National Crime Survey found that violent crime or property crime victimized one in four U.S. households. More specifically, 23.5 million households suffered from either rape, assault, robbery, theft, burglary, or auto theft. The same individuals arrested today for the majority of those crimes will be rearrested and convicted tomorrow for the same or worse crimes. Although the media continually reports these facts, and studies have confirmed them, the public still suffers from the lax treatment of habitual offenders.

In 1984, enactment of the Armed Career Criminal Act directly and uniquely gave the Bureau of Alcohol, Tobacco and Firearms (ATF) the capability to remove the career criminal from society. Title 18, U.S.C., Section 924(e) calls for the mandatory imprisonment of not less than 15 years for anyone possessing a firearm who has three previous State or Federal convictions for a violent felony or serious drug offense, or both. It is significant that this statute does not allow for parole, probation, or early release. In addition, the statute provides for a discretionary fine of $25,000. ATF with the assistance of State and local law enforcement agencies, has had tremendous success in gaining significant prison sentences through aggressive enforcement of this statute. As of February 26, 1992, 754 career criminals have been sentenced in excess of 12,715 years imprisonment with a 17-year average. Eleven of these defendants have received life sentences.



THE ATF ARMED VIOLENT OFFENDER PROGRAM, ***USING NCIC***, IS A PROACTIVE APPROACH IN COMBATING THE ARMED VIOLENT CAREER CRIMINAL.

CRIME CLOCK
1990

XII
I
II
III
IV
V
VI
VII
VIII
IX
X
XI

one
VIOLENT CRIME
every 17 seconds

one
MURDER
every 22 minutes

one
FORCIBLE RAPE
every 5 minutes

one
ROBBERY
every 49 seconds

one
AGGRAVATED ASSAULT
every 30 seconds

one
BURGLARY
every 10 seconds

EXPECTED RESULTS

- ENHANCEMENT OF POLICE OFFICER SAFETY.
- OFFICERS ALERTED TO ACTIVE ARMED CAREER CRIMINALS WHO ARE IN VIOLATION OF THE FEDERAL FIREARMS LAWS.
- SIGNIFICANT MANDATORY SENTENCES OF YEARS OF 15 YEARS TO LIFE WITHOUT PROBATION OR PAROLE.
- REDUCTION OF VIOLENT CRIME BY REMOVING ARMED VIOLENT FELONS FROM SOCIETY.
- PROTECTION OF INNOCENT CITIZENS FROM ARMED CAREER CRIMINALS.

ATF VIOLENT OFFENDER PROGRAM

The ATF Violent Offender Program, approved by the NCIC Advisory Policy Board on December 6, 1990, is yet another law enforcement tool in the fight against violent crime on our nation's streets. The program, which began on March 2, 1992, preidentifies career criminals who meet the below listed criteria. These subjects have been entered into NCIC's ATF Violent Felon File. When one of these violent felony offenders is encountered by a law enforcement officer, and is in possession of a firearm, ATF will be contacted immediately. ATF Communications Center in Washington, DC, will respond to the inquiring law enforcement agency within 10 minutes. An ATF special agent will respond to the department to assist in the investigation and prosecution for violations of Federal firearms laws.

ATF ARMED VIOLENT OFFENDER PROGRAM CRITERIA

Before being placed in the ATF Violent Offender Program, the subject must meet all four of the following criteria:

A minimum of three prior felony convictions for crimes of violence or drug trafficking.

A felony conviction for a violent crime when a firearm or other weapon was used.

A conviction for a crime when the subject injured or killed his/her victim.

The subject has either been on probation/parole or released from prison within the last 5 years.

The Violent Offender Program is a proactive approach by law enforcement where the Program works the criminal not just the crime. ATF believes that the subjects meeting the above criteria are among the most dangerous violent criminals on the streets today.

THE PENALTY ENHANCEMENT

Title 18, U.S.C., Section 924(e)(1)

In the case of a person who violates section 922(g) of this title and has three previous convictions by any court referred to in section 922(g)(1) of this title for a violent felony or a serious drug offense, or both, committed on occasions different from one another, such person shall fined not more than $25,000 and imprisoned not less than 15 years, and, notwithstanding any other provision of law, the court shall not suspend the sentence of, or grant a probationary sentence to, such person with respect to the conviction under 922(g), and such person shall not be eligible for parole with respect to the sentence imposed under this subsection.

ARMED CAREER CRIMINAL

(18 U.S.C. 924(e)(1))

- 3 time convicted felon
- possession of a firearm or ammunition

MANDATORY 15 YEAR SENTENCE

WHO ARE THE ATF VIOLENT OFFENDERS?

ATF BELIEVES, BASED UPON A REVIEW OF THE RECORDS OF THE SUBJECTS ENTERED INTO THE PROGRAM, THAT THE CONVICTED FELONS IN THE VIOLENT OFFENDER PROGRAM ARE AMONG THE MOST DANGEROUS VIOLENT CRIMINALS ON THE STREETS TODAY.

THE VIOLENT OFFENDER HAS AN AVERAGE OF 6 PREVIOUS FELONY CONVICTIONS

THE VIOLENT OFFENDER HAS BEEN PREVIOUSLY SENTENCED TO AN AVERAGE OF 36 YEARS IN PRISON.

****

OF THE 500 VIOLENT OFFENDERS WHO HAVE BEEN ENTERED INTO THE PROGRAM

50 HAVE PREVIOUSLY INJURED A LAW ENFORCEMENT OFFICER

19 HAVE BEEN PREVIOUSLY SENTENCED TO AT LEAST ONE LIFE TERM IN PRISON

CASE STUDIES

1) VO 133-0003 has received sentences totaling 35 years, of which he has actually served 6 years. He has two aggravated assaults and one burglary conviction in Macon County, Georgia. His second set of convictions were for aggravated assault and possession of a firearm by a convicted felon. These convictions resulted from an incident in which the subject attempted to murder a man by shooting him with a rifle. His third conviction was for another aggravated assault. This conviction resulted from an incident in which the violent offender broke into a residence and attacked the family living there. During the attack, the subject raped a young girl and repeatedly stabbed the girl's mother when she attempted to intervene.

2) VO 335-0010 has 11 felony convictions, including 5 aggravated robbery convictions. In addition, the VO was convicted in 1977 of assaulting a Federal officer after he and four other individuals attempted to kill a U.S. marshal while they were in the process of committing an aggravated robbery. Also in 1977, the subject pled guilty to attempted murder after he attempted to cause the death of a local police officer. The assistant U.S. attorney prosecuting the case for the assault on the Federal officer stated that this VO is probably the most dangerous person he has ever tried.

3) VO 334-0012 from the St. Paul area is a 13-time convicted felon and previous ATF defendant. He has multiple convictions for armed robbery and aggravated kidnapping. In 1973, he shot an ATF agent after breaking into the agent's home. He escaped after stealing a government vehicle and was arrested by local authorities after a high-speed chase. In 1983, he was convicted of a felon in possession of a firearm charge after ATF agents made undercover purchases from him. He was released from prison in 1990 and is currently on Federal probation.

4) VO 932-0003 from northern California has been convicted of murder, assault with intent to murder and assault with a deadly weapon in 1975, robbery in 1985, and second-degree burglary in 1990. He also has numerous other arrests throughout this time period for burglary, auto theft, petty theft, firearms and other weapons violations, car theft, inflicting corporal injury on a spouse, assault with a deadly weapon, battery, obstructing or resisting a public officer, giving false information to peace officers, robbery, selling tear gas weapons, trespassing, and disturbing the peace.

5) VO 332-0005 was convicted in 1981 of aggravated battery to a police officer as a result of his using his fists to beat up a police officer. In 1982, he was convicted of deviate sexual assault and home invasion after he broke into a house and sodomized a police officer's ex-wife while holding a knife to her throat, threatening to kill her 5-year old child who was in the next room. In 1990, this exceptionally violent subject was convicted of aggravated battery after he beat up a woman with a pipe and his fists.

6) VO 334-0010 is currently on parole for attempted robbery, battery to a police officer, and first-degree armed robbery. He was released from prison on October 22, 1991. He has an extensive record with over 30 convictions. The first-degree robbery conviction stems from

his hitting, knocking to the ground, and stabbing an individual for $25. His parole officer describes him as very violent, especially when drinking. He is in top physical shape and tries to intimidate everyone he deals with.

7) VO 336-0012, from the Detroit area, has an extensive criminal history which includes breaking and entering, possession with intent to deliver cocaine, and second-degree murder. The latter conviction involved an incident in which the VO and two other individuals went to the victim's residence with intentions of robbing him. A female codefendant got the attention of the victim in the doorway, at which time the VO and an accomplice charged the victim, and the VO hit him in the head with a tire iron. All three defendants then bound and gagged the victim. The female codefendant injected the victim with two syringes full of battery acid. The victim died as a result of their actions.

8) VO 332-0006's criminal history includes an extensive number of assaults upon police officers. In 1981, an aggravated battery conviction was the result of him using a pool cue to strike and break a police officer's arm. A 1991 conviction for aggravated battery of a police officer was the result of him striking and injuring a police officer with his fists. His other convictions include burglary, second degree escape, third degree escape, robbery, and criminal damage to property.

9) VO 331-0030, at 40 years of age, has been arrested 46 times since 1970 and has at least 7 violent felony convictions which include rape, burglary, aggravated battery with a firearm, and attempted murder. He was paroled from prison in 1990 and since then has been arrested for simple assault, battery, and resisting arrest. He has been arrested a total of 10 times for battery and at least 4 times for sex offenses.

10) VO 932-0017, from San Francisco, has been convicted of assault with a deadly weapon on a peace officer (two counts) in 1975, assault with a deadly weapon (firearm) on a police officer in March 1976, assault with a deadly weapon on a peace officer in July 1976, assault with a deadly weapon and mayhem in 1982, and battery on a police officer in 1988. He has numerous other arrests for assault with deadly weapons where he was found to be not guilty by way of insanity. His other arrests include carrying a concealed weapon, grand theft, assault, petty theft, robbery, assault with a

deadly weapon, trespassing, obstructing or resisting a public officer, mayhem, and indecent exposure.

11) VO 534-0001, from the Baton Rouge area, can be identified by the tattoo of "mom" on his left arm and "love" on his left finger. In 1979, he used a .38 caliber revolver to shoot and kill his brother for which he was convicted of manslaughter. He has since been arrested for armed robbery (pled guilty to simple robbery). In 1986, he was charged with attempted second-degree murder after he stabbed a victim with a knife. He pled guilty to aggravated battery and was sentenced to 10 years of hard labor.

12) VO 931-0002 has a criminal past going back to 1967 for battery and resisting arrest. Since then, he has nine felony convictions, ranging from a Federal conviction for smuggling marijuana to kidnapping. His criminal career has been particularly violent. In the 1970's, he was convicted of assault with a deadly weapon after a bar fight in which he used a mug to strike a victim in the face, causing injury. Also, he was convicted of armed robbery after an incident during which the VO and an accomplice used a sawed-off shotgun and a knife to rob a female victim at her residence. The victim was tied up and gagged during the robbery. His most recent incarceration was for a violent spree in the 1980's during which he kidnapped and robbed his victims, committed armed robberies of businesses, held up a cab driver, and at the time of his arrest, fought with police officers for control of an officer's shotgun, injuring the officer. For this spree, he received 15 years' imprisonment and is currently on parole in California.

UNITED STATES DEPARTMENT OF TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
WASHINGTON, D.C. 20226

VIOLENT OFFENDER PROGRAM

(refer to NCIC update 91-4)

This subject is a violent offender convicted of at least three violent felonies and/or serious drug offenses. IF SUBJECT IS IN POSSESSION OF A FIREARM, he/she is subject to arrest for federal firearms violations and a 15 year sentencing enhancement. Immediately contact ATF Headquarters at 1-800-659-6242.

PLACE PHOTO HERE
(FAX Quality)

NAME: (Last, First, Middle)

AKA:

RACE:

SEX:

DOB:

POB:

WGT:

HGT:

HAIR:

EYES:

SKIN:

FBI #:

SS #:

SCARS, MARKS, TATTOOS:

DL #:

TECS ID#:

ATF CASE NUMBER:

VIOLENT OFFENDER #:

FINGERPRINT CLASSIFICATION:

PLACE FINGERPRINTS HERE
(FAX Quality)

VIOLENT OFFENDER PROFILE (PAGE 2)

SUBJECT ______________

VIOLENT OFFENSE CONVICTIONS

(Qualifying convictions for 18 USC 924(e) sentencing.)

Conviction:

Date:

Sentence:

Court:

Conviction:

Date:

Sentence:

Court:

Conviction:

Date:

Sentence:

Court:

DATE

Conviction for a crime when a firearm or other weapon was used. ________

Conviction for a crime when the subject assaulted and/or injured the victim. ________

or

Conviction for a crime when the subject killed the victim. ________

Release from probation/parole/prison (within 5 years)
or date scheduled to be released if currently on probation/parole. ________

Certified copies of conviction obtained? (Yes or No) ________

Conviction fingerprint comparisons positive? (Yes or No) ________

Originating Investigative Division ______________________________

Originating Investigative Group/POD ______________________________

Did subject ever injure a law enforcement officer. (Yes or No) ________

Did subject ever kill a law enforcement officer. (Yes or No) ________

Cumulative number of felony convictions. ________

Cumulative number of imprisonment years previously sentenced. ________

Federal Bureau of Investigation

Washington, D.C. 20535

October 4, 1991

NCIC TECHNICAL AND OPERATIONAL UPDATE

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NCIC UPDATE 91-4

FBI/D

SECTION 1 — MESSAGE TO CONTROL TERMINAL OFFICERS AND FEDERAL SERVICE COORDINATORS

Section 2 of this Update contains information on the implementation of the Bureau of Alcohol, Tobacco and Firearms (BATF) Violent Felon File on March 1, 1992. This information is provided with approximately five months lead time to advise System users of the caveats that will highlight a BATF violent felon record. The lead time also gives Control Terminal Officers (CTOs) and Service Coordinators (SCs) time to train users in the procedures for handling hits on the new File.

Also contained in Section 2 are a correction to a 24-hour hit confirmation Originating Agency Identifier (ORI) and codes to be added to and deleted from the NCIC Code Manual.

Information contained in this Update may require programming in your state or regional system.

Sincerely yours,

David F. Nemecek
Chief
National Crime Information Center

2.1 Implementation of the Bureau of Alcohol, Tobacco and Firearms (BATF) Violent Felon File -- Effective March 1, 1992

Background

At the December, 1990, meeting, the NCIC Advisory Policy Board recommended that a file to identify violent felons be implemented in NCIC. The Board reviewed a proposed file design and moved that NCIC and BATF staffs should finalize the design and implement the file after approval by the FBI Director, concurrence by the Attorney General, and notification to interested Congressional oversight committees. NCIC and BATF staffs have finalized the design as set forth in this Update, and the approvals are pending and are expected to occur in time for implementation of the File on the effective date.

The BATF Violent Felon File will contain records on individuals who have had three or more previous convictions for a violent felony or a serious drug offense. These persons, if found in possession of a firearm, are in violation of 18 U.S.C. Section 924(e)(1), which provides a fine of not more than $25,000 and imprisonment of not less than 15 years with no suspension, parole, or probation.

Expected Benefits

Hits on the File will provide immediate on-line dissemination of accurate documented criminal history information advising of persons who have three times previously been convicted of violent felonies or serious drug offenses. This information in "hot" file format will be available 24 hours a day in response to inquiries by law enforcement on persons with whom they are in contact. Officer safety will be enhanced because the officer receiving a record on a person with a history of violent crime will be warned of the possible danger. Hits on the File will have the potential of increasing the number of apprehensions of armed violent criminals and the number of convictions for violation of Federal firearms laws. These convictions will remove violent criminals from society because of the mandatory 15-year prison sentence and reduce their opportunities to commit additional violent crimes.

2.1 Implementation of the BATF Violent Felon File (Continued) -- Effective March 1, 1992

Criteria for Entry

BATF Headquarters will be the only agency authorized to enter records in the BATF Violent Felon File. The violent felon record subject must meet all four of the following criteria:

1. Have a minimum of three prior violent felony or serious drug offense convictions as defined in the statute.
2. Have a felony conviction for a violent crime where a firearm or other weapon was used.
3. Have a conviction for a crime where the subject has injured or killed the victim.
4. Be either on probation or parole or have been released from supervision (prison, probation, or parole) within the last five years.

BATF Headquarters proposed these criteria and the Board approved them as a way to select the most violent and recently active felons. BATF will manage the records for subjects meeting the criteria as documented by case reports prepared by the BATF field offices. At File startup, BATF will enter records for 500 persons. BATF set the File size at 500 subjects based on their resources to monitor, maintain, and respond to that case load. After one year of File operation in NCIC, BATF will evaluate the results and report to the Board. At that time, BATF will make a new proposal for the File size based on the results and budget considerations.

2.1 Implementation of the BATF Violent Felon File
(Continued) -- Effective March 1, 1992

The File is designed to permit entry of vehicle and/or license data as part of the violent felon record if BATF has reasonable grounds to believe that the record subject may be operating the vehicle or a vehicle bearing the license. As designed an inquiry on vehicle and/or license data may result in a hit on a BATF violent felon record. There will be no $.8. Program messages to the state of registry as the result of vehicle or license plate data in a BATF violent felon record.

Retention Period for BATF Violent Felon File Records

A BATF Violent Felon File record will remain on file until such time as the BATF Headquarters takes action to remove it.

Example of an NCIC Inquiry and Positive BATF Violent Felon File Response

All NCIC "hot" file person and vehicle queries, entries, and modifications of searchable data elements will be searched on line against the BATF violent felon records. Each record response will be distinguished by caveats preceding and following the record, an appropriate caution indicator, a unique message key translation, a special Offense (OFF) Field code translation, and an NCIC Number (NIC) that begins with "F". The Violent Felon File record will follow any Wanted Person File and Missing Person File records and precede any Secret Service Protective File record(s) in a positive response in NCIC.

SECTION 2 -- NCIC SYSTEM CHANGES

2.1 Implementation of the BATF Violent Felon File (Continued) -- Effective March 1, 1992

Inquiry Example:

```
1L01HEADER.QW.MD1012400.NAM/RECORD, TEST.SEX/M.RAC/W.DOB/010141(EOT)
```

Positive Response:

```
1L01HEADER
MD1012400
*****CAUTION-THIS IS A RESPONSE FROM THE BATF VIOLENT FELON FILE
*******WARNING--YOUR SUBJECT MAY BE A VIOLENT CONVICTED FELON.*******
RECORD NIC/F123456789 FOLLOWS.  DO NOT SEARCH, DETAIN OR ARREST BASED
SOLELY ON THIS RECORD.  RECORD SUBJECT HAS MULTIPLE CONVICTIONS FOR
VIOLENT FELONIES AND/OR SERIOUS DRUG OFFENSES.  RECORD SUBJECT MAY BE
ARRESTED ON FEDERAL FELONY CHARGES IF IN POSSESSION OF A FIREARM.
CHECK YOUR SUBJECT'S IDENTITY USING PERSONAL DESCRIPTORS.  IF YOUR
SUBJECT IS THE RECORD SUBJECT AND IF YOUR SUBJECT IS IN POSSESSION OF
A FIREARM, IMMEDIATELY CONTACT BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
AT 1-800-659-6242
MKE/VIOLENT FELON
ORI/DCATF0000 NAM/RECORD, TEST SEX/M RAC/W
POB/US DOB/010141 HGT/510 WGT/180 EYE/BRO HAI/BRO FBI/999990X1
SKN/FAR SMT/SC LF ARM SOC/777010000 OFF/SUBJ HAS 3 OR MORE CONVICTIONS
FOR VIOLENT FELONIES/SERIOUS DRUG OFFS
OCA/TEST MIS/THIS IS A BATF VIOLENT FELON FILE TEST RECORD
$$$ TEST $$$ ----TEST---- ////TEST RECORD ONLY/////
ORI IS BUREAU OF ATF HDQTRS WASHINGTON DC
NIC/F123456789
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.******END OF VIOLENT FELON FILE RESPONSE******
```

2.1 Implementation of the BATF Violent Felon File (Continued) -- Effective March 1, 1992

Response Caveats

Caveats will be part of a positive response to distinguish violent felon records from wanted person records. A wanted person record is supported by a warrant issued by an independent magistrate. Hit confirmation on a wanted person is directed to establishing identity and the warrant's validity to formally arrest the record subject. A hit on a record in the Violent Felon File will support an arrest and a search incident to that arrest if the person in question is identical to the record subject and has a firearm in plain view of the officer at the scene. In another circumstance, an officer may discover a firearm during a search incident to the arrest of a person on another charge, such as automobile theft or burglary, and thereafter charge the arrestee with a Federal firearms violation after contact with BATF. A caveat before the record will warn against action based on the positive response alone.

Since the Violent Felon File will contain criminal history information in "hot" file format, it is subject to dissemination restrictions. Access and dissemination will be restricted to criminal justice agencies for criminal justice purposes. A caveat at the end of a record response will emphasize to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

Procedures for Handling a Hit

An officer who receives a BATF Violent Felon File record on a person who has a firearm in his/her possession must proceed as follows:

1. Verify that the person is identical to the subject of the violent felon record by comparing physical and numeric descriptors of the subject of the inquiry with the descriptive data in the hit record.

2.1 Implementation of the BATF Violent Felon File (Continued) -- Effective March 1, 1992

2. Call BATF to confirm the identity of the person and advise that the hit subject has a firearm in his or her possession.
3. If appropriate, charge the subject with a Federal firearms violation and hold the person for Federal officers.

The agency receiving a hit on a violent felon record will be instructed to contact BATF only if the subject is in possession of a firearm. On a 24-hour basis, BATF Headquarters will respond within ten minutes and then file a Federal criminal case against the subject if appropriate. BATF will have prepared preliminary paperwork on each of the 500 subjects of NCIC records; however, BATF advised that they will not usurp the state's right to prosecute.

Quality Assurance

BATF Headquarters will be responsible for applying the definitions of "serious drug offense" and "violent felony" contained in 18 U.S.C. Section 924 e)(2) in determining the persons on whom to enter a violent felon record. On receiving word that a person who is indexed in the BATF Violent Felon File has been arrested, BATF Headquarters will determine when to remove the record. There will be no automatic purge of the BATF File and no locating of records. BATF will validate records for accuracy and validity according to the established validation schedule of 60-90 days after entry and every year thereafter.

SECTION 3 — OPERATIONAL STATISTICS

	June, 91	July, 91	August, 91
Total Hours in Month	720	744	744
System Operational Hours	719.5(99.9)	743.7(99.9)	724.7(97.4)
Unrestricted System Hours	718.1(99.7)	742.2(99.7)	721.4(97.0)
Restricted System Hours*	1.4(.2)	1.5(.2)	3.3(.4)
System Downtime Hours	0.5(.1)	0.3(.1)	19.3(2.6)
Scheduled Downtime Hours	0.4(.1)	0.3(.1)	1.4(.2)
Unscheduled Downtime Hours	0.1(.1)	0.0(.0)	17.9(2.4)

*Restricted System Hours means NCIC is operational but accepting only certain types of messages because of concurrent file maintenance.

NCIC Data Bases On September 1, 1991

File	Number of Records
Stolen Gun	2,152,568
Stolen Securities	1,981,426
Stolen Vehicle	1,090,098
Stolen Article	1,561,760
Stolen License Plate	788,720
Wanted Person	351,612
Missing Person	72,259
Stolen Boat	30,210
Unidentified Person	2,143
Foreign Fugitive	634
U.S. Secret Service Protective	32
TOTALS	8,031,462

U.S.Department of Justice
Federal Bureau of Investigation

MISSING PERSON FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS

COUNTY
CITY
FEDERAL
STATE
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
FIDELITY
BRAVERY
INTEGRITY

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: MISSING PERSON FILE

TITLE OF INSTRUCTION: The NCIC Missing Person File

TIME ALLOTTED: Four Hours

TARGET GROUP: Full Access Terminal Operators

INSTRUCTOR:

METHOD OF INSTRUCTION: Lecture, Discussion, Overhead Transparencies, and Video Tape Presentation

DATE:

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

Vehicle (VF)
License Plate (LPF)
Boat (BF)
Gun (GF)
Article (AF)
Securities (SF)
Wanted Person (WPF)
Foreign Fugitive (FFF)
United States Secret Service Protective (SSF)
Missing Person (MPF)
Unidentified Person (UPF)
Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from a NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users
(2) NCIC transactions available to users

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. Please review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

MISSING PERSON FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator with critical information on the policies, criteria, and transactions for the NCIC Missing Person File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define a missing person for NCIC purposes.
2. State the purpose of an NCIC wanted person record inquiry which may generate a hit on a missing person record using unique identifiers.
3. State the purpose of an NCIC missing person record inquiry using nonunique identifiers.
4. State the purpose of an NCIC missing person record locate, entry, supplemental entry, modification, clear, and cancellation transaction.
5. Describe the requirements for an NCIC wanted person record transaction which may generate a hit on an NCIC missing person record using unique identifiers.
6. Describe the requirements for an NCIC missing person record using nonunique identifiers.
7. Describe the requirements for an NCIC missing person record locate, entry, supplemental entry, modification, clear, and cancellation transaction.
8. Describe the NCIC Automatic Cross-Search Program for missing person/unidentified person records.
9. Describe the cross-search capability of the Wanted Person File when a hit is generated on an NCIC missing person record transaction.

10. Describe the on-line quality control program that examines Missing and Unidentified Person File records for missing data in key fields.

11. List the responses that may be received as a result of a hit on an NCIC missing person record inquiry, locate, entry, supplemental entry, modification, clear, and cancellation transaction.

12. Describe the policy issues and general information that may affect an NCIC missing person record inquiry, locate, entry, supplemental entry, modification, clear, and cancellation transaction.

13. State the retention period for missing person records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of a missing person for NCIC purposes.

2. List the five categories of missing person records and the corresponding definitions.

INQUIRY SECTION

1. A **unique identifier** inquiry cannot be made into the NCIC Missing Person File, but an inquiry of the NCIC ____________ __________ File may generate a hit on a missing person record.

2. List five occasions when an NCIC wanted person record inquiry should be made which may generate a hit on the Missing Person File.

3. List the seven nonunique identifiers that must be used to make an inquiry into the NCIC Missing Person File.

4. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more, or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN), will cross search the following NCIC "Hot" Files:

5. What is Soundex?

LOCATE SECTION

1. A locating agency need not confirm the record with the entering agency before placing a locate.

   A. True
   B. False

2. Name the message that indicates to the entering agency that a locate has been placed on their record.

3. The __________ missing person record is automatically removed from file when a locate message is placed on the record.

ENTRY SECTION

1. A missing person report and ___________ _____________ is required to enter an adult into the Missing Person File, with the exception of a catastrophe victim.

2. A missing person record for a juvenile must be entered ______________________ into the state system and NCIC.

3. The missing/unidentified cross search will generate a ______ or a ____________ Administrative Message.

4. When a missing person record has been on file for 30 days and has data missing in one or more of the following key data fields: Blood Type (BLT), Dental Characteristics (DCH), Fingerprint Classification (FPC), Jewelry Type (JWT), and Scars, Marks, Tattoos, and Other Characteristics (SMT), the NCIC computer will automatically generate a ____________ Administrative Message to the entering agency.

5. Describe a Missing Person record NCIC (NIC) Number.

SUPPLEMENTAL ENTRY SECTION

1. The purpose of an NCIC missing person supplemental record entry is to _______________ additional information to the ____________ record.

2. ______________ AKAs may be appended to a base record.

3. When a Missing Person File supplemental record is entered, the NCIC computer automatically compares the data in the record against all ______________ ______________ records.

MODIFICATION SECTION

1. Any agency may modify a missing person record.

   A. True
   B. False

2. The purpose of an NCIC missing person record modification is to ___________, _____________ , or _____________ information in the record.

CLEAR SECTION

1. What is the purpose of an NCIC missing person record clear?

2. List the requirements necessary to clear a missing person record from NCIC when the entering agency locates the missing person.

CANCELLATION SECTION

1. Describe when an agency would cancel a missing person record entry.

2. Any agency may cancel an NCIC missing person record.

   A. True
   B. False

RETENTION PERIOD SECTION

1. State the retention period for a missing person record.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines a missing person as an individual who is missing. The definition includes, but is not limited to:

   Parental abductions
   Kidnapings
   Runaways
   Juveniles roaming the street during school hours
   Elderly persons suffering from senility or amnesia

2. The five categories of missing person records and the corresponding definition are:

   Disability - A person of ANY AGE who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

   Endangered - A person of ANY AGE who is missing under circumstances indicating that his/her physical safety may be in danger.

   Involuntary - A person of ANY AGE who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction, kidnaping.

   Juvenile - A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the other criteria set forth in the listing of entry criteria.

   Catastrophe Victim - A person of ANY AGE missing after a catastrophe, e.g., storm, plane crash.

INQUIRY SECTION

1. A record inquiry using **unique identifiers** cannot be made into the NCIC Missing Person File, but an inquiry of the NCIC Wanted Person File may generate a hit on a missing person record.

2. The five occasions when an NCIC wanted person record inquiry could be made which may generate a hit on the Missing Person File are:

   Sick and injured persons coming to police attention

   Vagrants

   Elderly persons suffering from senility or amnesia

   Parental abductions

   Kidnapings

3. The seven nonunique identifiers that must be used to make an inquiry into the NCIC Missing Person File are:

   a. AGE (+/- 1 year)
   b. SEX
   c. RAC
   d. EYE
   e. HAI
   f. HGT (+/- 3 inches)
   g. WGT (+/- 10 pounds)

4. An NCIC Wanted Person File record inquiry by Name (NAM) and, one or more, or all of the following fields: Date of Birth (DOB), FBI Number (FBI), Miscellaneous Number (MNU), Social Security Number (SOC), and Operator's License Number (OLN) will cross search the following NCIC "Hot" Files:

   Missing Person

   Foreign Fugitive

   Alcohol, Tobacco and Firearms (ATF) Violent Felon

   U.S. Secret Service Protective

5. Soundex is when to the computer assigns a five-character alphanumeric code to the surname which is used to produce responses to an inquiry containing the exact date of birth.

LOCATE SECTION

1. False. A locating agency must confirm the NCIC record with the entering agency before placing a locate.

2. A $.L. Administrative Message indicates to the entering agency that a locate has been placed on their record.

3. The entire missing person record is automatically removed from file when a locate message is placed on the record.

ENTRY SECTION

1. A missing person report and supporting documentation are required to enter an adult into the Missing Person File.

2. A missing juvenile record should be entered immediately into the state system and NCIC.

3. The missing/unidentified cross search will generate a $.M. or a $.N. Administrative Message.

4. A $.K. Administrative Message will be generated if key data fields are left blank in a missing person record, i.e., SMTs, FPC.

5. A unique NCIC (NIC) Number begins with the letter "M" and is followed by nine numeric characters.

SUPPLEMENTAL ENTRY SECTION

1. The purpose of an NCIC missing person supplemental record entry is to add additional information to the base record.

2. 99 AKAs may be appended to a base record.

3. When a Missing Person File supplemental record is entered, the NCIC computer automatically compares the data in the record against all unidentified person records.

MODIFICATION SECTION

1. **False**. Only the entering agency may modify a missing person record.

2. The purpose of an NCIC missing person record modification is to **add**, **change**, or **delete** information in a record.

CLEAR SECTION

1. The purpose of an NCIC missing person record clear is **to remove the missing person record from NCIC.**

2. The requirements necessary to clear a missing person record from NCIC when the entering agency locates the missing person is **the MKE and ORI must be used in addition to the NAM, NIC, and date of location or NAM, OCA and the date of location.**

CANCELLATION SECTION

1. A missing person record is canceled **when the entering agency determines that the information contained in the record is invalid or inaccurate.**

2. **False**. Only the entering agency may cancel a missing person record.

RETENTION PERIOD SECTION

1. A missing person record is **retained indefinitely in NCIC or until one of the following occurs**:

   A. **A locate is placed**
   B. **The entering agency clears or cancels the record**
   C. **If the expired license plate is the only searchable identifier in the record, the entire record will be purged and the originating agency will not be notified**

ITEMS AND MATERIALS:

Overhead Transparencies, Overhead Projector, and Screen
VCR and Monitor
Video Tape: "NCIC AND MISSING CHILDREN"

OVERHEAD TRANSPARENCIES (OH):

MPF-OH# 1	NCIC MISSING PERSON FILE (TITLE)
MPF-OH# 2	CURRENT NCIC SYSTEM
MPF-OH# 3	INFORMATION BASES (TOTALS)
MPF-OH# 4	DEFINITION
MPF-OH# 5	FIVE CATEGORIES OF MISSING PERSON RECORDS
MPF-OH# 6	DISABILITY
MPF-OH# 7	ENDANGERED
MPF-OH# 8	INVOLUNTARY
MPF-OH# 9	JUVENILE
MPF-OH# 10	CATASTROPHE VICTIM
MPF-OH# 11	MISSING PERSON FILE INQUIRIES
MPF-OH# 12	UNIQUE IDENTIFIER INQUIRY
MPF-OH# 13	EXAMPLE OF UNIQUE IDENTIFIER INQUIRY
MPF-OH# 14	EXAMPLE OF UNIQUE IDENTIFIER INQUIRY, CONTINUED
MPF-OH# 15	NONUNIQUE IDENTIFIER INQUIRY
MPF-OH# 16	EXAMPLE OF NONUNIQUE IDENTIFIER INQUIRY
MPF-OH# 17	SOUNDEX
MPF-OH# 18	QPER
MPF-OH# 19	MISSING PERSON RECORD LOCATE
MPF-OH# 20	MISSING PERSON RECORD LOCATE, CONTINUED
MPF-OH# 21	MISSING PERSON ENTRY REQUIREMENTS
MPF-OH# 22	MISSING PERSON ENTRY REQUIREMENTS, CONTINUED
MPF-OH# 23	MISSING PERSON ENTRY ACKNOWLEDGEMENT
MPF-OH# 24	$.8. ADMINISTRATIVE MESSAGE
MPF-OH# 25	MISSING/UNIDENTIFIED PERSON MATCHING PROGRAM
MPF-OH# 26	$.M. ADMINISTRATIVE MESSAGE
MPF-OH# 27	$.N. ADMINISTRATIVE MESSAGE
MPF-OH# 28	$.K. ADMINISTRATIVE MESSAGE
MPF-OH# 29	$.K. ADMINISTRATIVE MESSAGE, CONTINUED
MPF-OH# 30	SUPPORTING DOCUMENTATION
MPF-OH# 31	NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990
MPF-OH# 32	MISSING PERSON SUPPLEMENTAL RECORD ENTRY
MPF-OH# 33	MISSING PERSON SUPPLEMENTAL DENTAL RECORD
MPF-OH# 34	MISSING PERSON RECORD MODIFICATION
MPF-OH# 35	MISSING PERSON RECORD CLEAR
MPF-OH# 36	MISSING PERSON RECORD CANCELLATION
MPF-OH# 37	MISSING PERSON FILE RETENTION

HANDOUT MATERIALS (HD):

MPF-HD#	1	NCIC FILE REFERENCE CARD
MPF-HD#	2	"LOCATING LOST CHILDREN"
MFP-HD#	3	"VEHICLE DATA HELPS IDENTIFY MISSING"
MPF-HD#	4	"MISSING PERSONS NONUNIQUE INQUIRIES"
MFP-HD#	5	MISSING PERSON LEGISLATION
MPF-HD#	6	THE MISSING CHILDREN ACT
MPF-HD#	7	NCMEC
MPF-HD#	8	THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN
MPF-HD#	9	NCIC MISSING PERSON FILE DATA COLLECTION ENTRY GUIDE

I. INTRODUCTION

THIS TWO-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC MISSING PERSON FILE.

The NCIC Missing Person File, created in 1975, is a locator-type file for records on missing adults and juveniles.

As of January 1, 1992, there were 73,290 records entered into the NCIC Missing Person File.

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Missing Person File. Effective utilization of the NCIC Missing Person File will enhance criminal justice operations, help reduce liability, and create a safer environment for the criminal justice community.

References

IO - INSTRUCTION OBJECTIVE

OH - OVERHEAD TRANSPARENC

HD - HANDOUT MATERIAL

OM - NCIC OPERATING MANUAL

OH#1,2

OH#3

HD#1,2

II. DEFINITION OF A MISSING PERSON FOR NCIC PURPOSES IO#1

NCIC defines a missing person as any individual who is missing. The definition includes, but is not limited to: OH#4

Parental abductions
Kidnaping
Runaways
Juveniles roaming the street during school hours
Elderly persons suffering from senility or amnesia

There are five categories of missing person records: OH#5

1. **Disability** - A person of ANY AGE who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger. OH#6
2. **Endangered** - A person of ANY AGE who is missing under circumstances indicating that his/her physical safety may be in danger. OH#7 HD#2
3. **Involuntary** - A person of ANY AGE who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction, kidnaping. OH#8
4. **Juvenile** - A person who is missing and declared unemancipated as defined by the laws of his/her OH#9

state of residence and does not meet any of the other criteria set forth in the listing of entry criteria.

5. Catastrophe Victim - A person of ANY AGE missing after a catastrophe, e.g., storm, plane crash. OH#10

INSTRUCTOR'S NOTE: OVERHEADS 6-10 WILL BE USED AGAIN IN PART V. ENTRY OF MISSING PERSON RECORD, THIS LESSON PLAN.

III. INQUIRY OF NCIC MISSING PERSON RECORD

A. Purpose IO#2 IO#3

The purpose of an NCIC wanted person record inquiry is to determine if a record(s) is in NCIC. As a result of inquiries made into the NCIC Wanted Person File, a hit may be generated on a missing person record using **unique identifiers**. Additionally, a **nonunique identifier** inquiry may be made directly into the Missing Person File. Inquiries should be made on, but are not limited to:

1. Sick and injured persons coming to police attention
2. Vagrants
3. Elderly persons suffering from senility or amnesia
4. Parental abductions
5. Kidnapings
6. Runaways

B. Requirements IO#5

1. UNIQUE IDENTIFIER INQUIRY

To inquire on a missing person record using the **unique identifier** inquiry, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to **NAME (NAM)** and one or more, or all of the following fields: OH#11

a. Date of Birth (DOB) OH#12
b. FBI Number (FBI) OH#13
c. Miscellaneous Number (MNU) OH#14
d. Social Security Number (SOC)
e. Operator's License Number (OLN)
f. License Plate Number (LIC)*
g. Vehicle Identification Number (VIN)*
h. Originating Agency Case Number (OCA)

*** Inquiries using VIN and/or LIC can be made without name.**

Additionally, the NCIC (NIC) Number must be used separately but must be preceded by the MKE and ORI.

2. **NONUNIQUE IDENTIFIER INQUIRY** IO#6

To inquire on a missing person record using the **nonunique identifier** inquiry, the MKE and ORI must be used in addition to all of the following fields: OH#15 OH#16

a. Approximate Age (AGE) (+/- 1 year) HD#3
b. Sex (SEX)
c. Race (RAC)
d. Eye Color (EYE)
e. Hair Color (HAI)
f. Approximate Height (HGT) (+/- 3 inches)
g. Approximate Weight (WGT) (+/- 10 pounds)

Name (NAM) is optional

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses IO#11

An NCIC wanted person record inquiry will cause the NCIC computer to transmit the following responses:

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active NCIC wanted person record(s). **and**

2. **Cross Search** - a unique identifier inquiry into the NCIC Wanted Person File searches the Foreign Fugitive, **Missing Person**, the Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon, and the U.S. Secret Service Protective Files. **and** IO#9

If the record inquiry contains vehicle/license data, it will also search the Boat, Vehicle, and License Plate Files.
or

INSTRUCTOR'S NOTE: WHEN A NONUNIQUE IDENTIFIER INQUIRY IS RECEIVED, THE NCIC COMPUTER SEARCHES ONLY THE MISSING PERSON FILE RECORD, THERE IS NO CROSS SEARCH.

3. **No Response** - indicates to the inquiring agency that descriptors in the NCIC inquiry do not match descriptors in any active NCIC missing person record or any of the person files.*
or

4. **Reject** - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

*** Missing Person, Wanted Person, Foreign Fugitive, Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon, U.S. Secret Service Protective File.**

D. Guidelines

1. **Policy Issues** IO#12

   a. Unique Identifier Inquiry

      (1) Missing Adult and Juvenile Records.

         (a) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the individual in question to confirm the hit(s).

(b) When an inquiry contains a name and one or more Vehicle Identification Numbers (VINs), a maximum of three VINs can be inquired upon and the computer will compute the check digit for each 17-character VIN. The VINs must be separated by a comma.

OM INTRO 35a,35b

INTRUCTOR'S NOTE: REFER TO THE VEHICLE FILE LESSON PLAN FOR SPECIFIC DETAILS ON VINS.

(c) If the DOB is the only numeric identifier used in an inquiry it must be an exact match to retrieve a record.

(2) Missing Adult Record

(a) None applicable for a missing person record inquiry

(3) Missing Juvenile Record

(a) None applicable for a missing person record inquiry

b. Nonunique Identifier Inquiry

(1) Missing Adult and Juvenile Records

(a) When a positive response(s) to an NCIC inquiry is received, the agency must contact the Originating Agency Identifier (ORI) of each record possibly identical with the individual in question to confirm the hit(s).

(2) Missing Adult Record

(a) None applicable for a missing person record inquiry

(3) Missing Juvenile Record

(a) None applicable for a missing person record inquiry

2. General Information IO#12

a. Unique Identifier Inquiry

(1) Missing Adult and Juvenile Records

(a) An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response records(s) to ensure the receipt of all records on file which could possibly pertain to the person in question.

(b) An inquiry by NAM and DOB only will cause a name search to be generated. The computer assigns a five-character alphanumeric code to the surname which is used to produce responses to an inquiry with the exact (DOB). This process is known as Soundex. OH#17 OM-INTRO 34

(c) Sex and race, though not unique identifiers, should be used if available to minimize the number of hits.

(1) Sex, in the candidate records will be identical to those same codes in the inquiry.

(2) The race codes for Black (B) and White (W) do not cross search each other. It will only give you that specific race or Asian (A), Indian (I) or Unknown (U). OM 8-19

(d) When more than one DOB is used, the persons name should be checked using each available birthdate and its variation.

(e) If no numeric identifiers are available, a QPER Inquiry (search of name only) can be made only at FBIHQ. Contact NCIC Investigative Support Group, (202) FBI-NCIC for more details. OH#18

(f) An inquiry containing a NAM and numeric identifier other than DOB will search that numeric identifier first, e.g., FBI Number, MNU Number, SOC number.

(g) If the DOB is the only numeric identifier used in an inquiry, it must be an exact match.

INSTRUCTOR'S NOTE: SOME STATES USE A SEARCH METHOD THAT AUTOMATICALLY EXTENDS THE SEARCH PARAMETER TO A TIME PERIOD BEFORE AND AFTER THE DOB IN THE INQUIRY. CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR ADDITIONAL GUIDELINES.

(h) When only one numeric identifier is used in a Missing Person File inquiry, the response(s) will include only the record(s) on file containing that specific numeric identifier, e.g., SOC, OLN, FBI Number. However, if an inquiry is made using a numeric identifier other than an FBI number and the record on file contains a FBI number, a second search will be generated using the FBI number to provide any other matching record(s).

(2) Missing Adult Record

(a) None applicable for a missing person record inquiry

(3) Missing Juvenile Record

(a) None applicable for a missing person record inquiry

b. Nonunique Identifier Inquiry

(1) Missing Adults and Juvenile Records

(a) When a nonunique identifier inquiry is received, the NCIC computer searches only the Missing Person File records for possible matches (candidate records).

1) SEX, RAC, EYE, and HAI in the candidate records will be identical to those same codes in the inquiry.

(b) When using nonunique identifiers, the computer searches plus or minus one year against the average age, plus or minus three inches against the average height, and plus or minus ten pounds against the average weight in records on file.

1) The age, height, and weight in candidate records may vary

from the age, height, and weight in the inquiry.

2) Inclusion of a name in the inquiry will limit the response. After the search is conducted on the AGE, SEX, RAC, EYE, HAI, HGT, AND WGT, the Soundex code in the records found will be compared with the Soundex code of the name in the inquiry. Only those records and NIC Numbers with a matching Soundex code will be returned to the inquiring agency.

(d) A nonunique identifier inquiry will return up to twenty of the highest scoring candidate records.

1) Two complete record having the highest scores will be furnished.

2) The NIC Number and scores for the two records followed by the NIC and scores of the next eighteen records having the highest scores will be furnished.

b. Missing Adult Record

(1) None applicable for a missing person record inquiry

c. Missing Juvenile Record

(1) None applicable for a missing person record inquiry

IV. LOCATE OF NCIC MISSING PERSON RECORD

A. Purpose IO#4

The purpose of an NCIC missing person record locate is to indicate that an agency other than the entering agency has determined the whereabouts of the missing individual(s).

B. Requirements IO#7

1. To locate a missing person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH#19 OH#20

   a. NAM and NIC
      or
   b. NAM and OCA (Originating Agency Case Number)
      and

   the following:

   a. Date of location
   b. OCA (Locating agency's case number)
   c. Disposition

      (1) Detained (DETN) - arrangements being made to return the missing person to proper authorities.

      (2) Released (RELD) - the person should not be detained either because the individual will not be returned to the authorities, i.e., person is now emancipated, or no information concerning what action to be taken with regard to the missing person has been given.

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT LOCATE REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO#11

An NCIC missing person record locate will cause the NCIC computer to transmit the following responses:

1. **Located** - indicates to the locating agency that the locate has been successfully placed.
   and

2. **$.L. Message (Locate Notification)** - indicates to the entering agency that a locate has been placed on their record(s).
   additionally

3. **The $.8. Administrative Message** - indicates to the state of registry that a missing person record is located with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*
   or

4. **Reject** - indicates to the locating agency that the locate was unsuccessful due to an error in either the data, codes, or format of the NCIC locate.

*** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS.**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO#12

1. **Policy Issues**

   a. Missing Adult and Juvenile Records

      (1) Before placing a locate, the locating agency must confirm the record(s) with the entering

agency. (Refer to the Hit Confirmation Lesson Plan.)

(2) When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit(s).

(3) Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the individual.

(4) If the locating agency is the entering agency, a locate transaction cannot be performed. The record must be cleared immediately.

(5) Disposition information must be obtained from the originating agency (ORI) when contact is made to confirm the missing persons status and included in the locate message.

b. Missing Adult Record

(1) None applicable for a missing person record locate

c. Missing Juvenile Record

(1) None applicable for a missing person record locate

2. General Information IO#12

a. Missing Adult and Juvenile Records

(1) The complete missing person record, including all supplemental data, is automatically removed from file when a locate message is placed on the record.

(2) A record in locate status cannot be modified.

b. Missing Adult Record

(1) None applicable for a missing person record locate

c. Missing Juvenile Record

(1) None applicable for a missing person record locate

V. ENTRY OF NCIC MISSING PERSON RECORD

INSTRUCTOR'S NOTE: REMIND THE STUDENTS TO ENTER ALL AVAILABLE INFORMATION AND TO ENSURE THAT THE INFORMATION IS ACCURATE AND ENTERED IN A TIMELY MANNER.

A. Purpose

IO#4

The purpose of an NCIC missing person record entry is to place the individual's record into NCIC making the information available to authorized criminal justice agencies.

1. An NCIC missing person record may be entered into one of the following categories:

   a. **Disability** - A person of ANY AGE who is missing and under proven physical/ mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger. OH#6

   b. **Endangered** - A person of ANY AGE who is missing under circumstances indicating that his/her physical safety may be in danger. OH#7

   c. **Involuntary** - A person of ANY AGE who is missing under circumstances indicating that the disappearance was not voluntary, e.g., abduction, kidnaping. OH#8

   d. **Juvenile** - A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the other criteria set forth in the listing of entry criteria. OH#9

   e. **Catastrophe Victim** - A person of ANY AGE missing after a catastrophe, e.g., storm, plane crash. OH#10

INSTRUCTOR'S NOTES: REMIND STUDENTS OF THE IMPORTANCE OF ENTERING ALL PERTINENT/AVAILABLE INFORMATION ON THE MISSING INDIVIDUAL, E.G., DENTAL DATA OR JEWELRY DESCRIPTION--AIDS IN THE IDENTIFICATION PROCESS--MISSING PERSON FILE DATA COLLECTION ENTRY GUIDES ARE AVAILABLE THROUGH THE STATE CONTROL TERMINAL OFFICER. THIS GUIDE CONTAINS DETAILED CHECKLISTS TO ASSIST THE INVESTIGATOR IN GATHERING NONSTANDARD, DESCRIPTIVE INFORMATION. THE COLLECTION GUIDES SHOULD BE COMPLETED BY A FAMILY MEMBER, COMPLAINANT, OR MEDICAL PROFESSIONAL,I.E., DENTIST OR MEDICAL DOCTOR. HD#9

2. Supplemental and dental information may be appended to the base missing record.

INSTRUCTOR'S NOTE: REFER TO PART VI. ENTRY OF SUPPLEMENTAL RECORDS TO THE NCIC MISSING PERSON RECORD OF THIS LESSON PLAN.

B. Requirements IO#7

1. To enter a missing adult record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to one or more than one of the following numeric identifiers, i.e., DOB; SOC; FBI; MNU; OLN with OLS, and OLY; LIC with LIS, LIY and LIT; VIN with VYR, VMA and VST; and all of the following fields: OM 8-10

   a. Name (NAM) OH#21
   b. Sex (SEX)
   c. Race (RAC)
   d. Height (HGT)
   e. Weight (WGT)
   f. Eye (EYE)
   g. Hair (HAI)
   h. Missing Person (MNP)
   i. Date of Last Contact (DLC)
   j. Originating Case Agency (OCA)

INSTRUCTOR'S NOTE: REFER TO NCIC/STATE CODE MANUAL FOR APPROPRIATE CODES. CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

2. To enter a missing juvenile record, the MKE and ORI must be used in addition to all of the following fields: OH#22 OH#23

    a. NAM
    b. SEX
    c. RAC
    d. DOB
    e. Date of Emancipation (DOE)
    f. HGT
    g. WGT
    h. EYE
    i. HAI
    j. MNP
    k. DLC
    l. OCA

C. Interpreting Responses IO#11

INSTRUCTOR'S NOTE: SHOW EXAMPLES OF RESPONSES.

An NCIC missing person record entry will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC entry** - indicates to the entering agency that the missing person record has been successfully entered into NCIC.
   and/or

2. **Acknowledgement of NCIC entry and of listing of duplicate record(s) already on file** - indicates to the entering agency that the record has been successfully entered into NCIC. Duplicate record(s) already on file with a different ORI, will be furnished in the response.*
   additionally

3. **$.8. Administrative Message** - indicates to the state of registry that a missing person record is entered with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.** additionally — OH#24 OM-INTRO-20

4. **Cross Search** - A missing person entry cross searches records in the Unidentified Person File. — IO#8 OM 15

   a. When a missing person record is entered, the NCIC computer automatically compares the data in the record against all unidentified person records in NCIC (**Automatic Cross-Search Program**). — OH#25

INSTRUCTOR'S NOTE: REFER TO NCIC OPERATING MANUAL FOR MATCH CRITERIA.

   b. Comparisons are performed daily on the records entered/modified the previous day.

   c. Once the comparisons are completed, all entering agencies are notified of the results by administrative messages.

INSTRUCTOR'S NOTE: AN ADMINISTRATIVE MESSAGE IS TRANSMITTED BY NCIC TO ADVISE USERS OF NCIC SYSTEM STATUS OR UPDATES FOR QUALITY CONTROL PURPOSES.

   d. A **$.M. Administrative Message** will be generated to the entering/updating agency for the missing person record and the entering agency(s) for the unidentified person record(s) when a possible match occurs for records on file. — OH#26

INSTRUCTOR'S NOTE: MODIFYING AND UPDATING ARE THE SAME.

      (1) Includes abbreviated records for up to 100 possible matches (for

additional records contact Investigative Support Group (ISG) (202) FBI-NCIC.

(2) Upon receipt of the this message, the inquiring agency must review all of the information in the candidate record(s).

(3) The inquiring agency must contact the agency(s) that entered the record(s) to confirm possible matches.

e. A **$.N. Administrative Message** will be transmitted to the entering/updating agency for the missing person record when the search does not produce any matches. OH#27
additionally

5. **Other Administrative Messages**

a. **$.K. Administrative Message** OH#28

(1) To ensure that complete data is entered into the Missing Person File and provides enough information to allow the missing/unidentified cross search program to function properly, the $.K. Administrative Message has been put into effect as of February 2, 1992. OH#29

(2) An automated review will be conducted of all missing/ unidentified person records that are 30 days old with data absent from one or more of the following fields:

(a) Blood Type (BLT)
(b) Dental Characteristics (DCH)
(c) Fingerprint Classification (FPC)
(d) Jewelry Type (JWT)
(e) Scars, Marks, Tattoos, and Other Characteristics, i.e.,

Amputations, Fractures (SMT).

(3) If any of the fields are left uncoded, a $.K. Administrative Message will be sent to the ORI between the hour of 7:30 and 8:30 a.m. EST. **This will be a one time notification.**
or

6. **Reject** - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTE: IF THE FBI AND ORI; MNU AND ORI; SOC AND ORI; OLN, OLS, AND ORI; VIN, VMA, NAM, AND ORI; LIC, LIS LIY, LIT, NAM, AND ORI; OCA, NAM, AND ORI; DOB, NAM, AND ORI FIELDS IN A MISSING PERSON RECORD TO BE ENTERED ARE IDENTICAL TO A MISSING PERSON RECORD ON FILE, THE ENTRY WILL BE REJECTED.

*** IF THE LIT FIELD IN AN EXISTING RECORD IS BLANK, OR IN THE CASE OF MODIFICATIONS, IF THE MISSING PERSON RECORD BEING MODIFIED HAS A BLANK LIT FIELD, THE LIT FIELD IS NOT USED IN THE DUPLICATE RECORD CHECK.**

**** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO#12

1. Policy Issues

a. Missing Adult and Juvenile Records

(1) An NCIC missing person record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

(2) The documentation must be from a source other than the investigating police agency, e.g., parent, legal guardian, next of kin, physican, or other authoritative source including friends or neighbors in some circumstances. OH#30

(3) Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party. Verification of the record should include assuring that all available cross checks were made, e.g., VIN, LIC, and that the data in the NCIC record matches the data in the investigative report. OM INTRO-26

(4) The caution indicator is added to the message key when it is known that an individual is armed and dangerous, has suicidal tendencies, hemophiliac, heroin addict, and/or diabetic. When using the caution indicator the reason for the caution must be entered in the Miscellaneous (MIS) Field as the first item.

b. Missing Adult Record

(1) If a DOB is the only numerical identifier, it must be complete.

c. Missing Juvenile Record

(1) The DOB Field must be utilized if the message key is for a juvenile.

(2) The DOE Field must be utilized if the message key is for a juvenile. It indicates the exact day that an unemancipated individual will reach the age of emancipation (majority). The entry of (0229--) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, enter March 1 (0301--) for the DOE.

2. General Information IO#12

a. Missing Adult and Juvenile Records

(1) A successful NCIC missing person record entry will generate a unique (NIC) number beginning with the letter "M" followed by nine numeric characters. The NIC can be used in inquiries and also identifying records in locate, modification, clear, and cancellation transactions.

(2) A vehicle and/or license plate may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating (or a passenger in) the vehicle or a vehicle bearing the license plate.

(a) License plate data in a missing person record will be purged when the license plate reaches year of expiration. The only exception is for nonexpiring license plates. The license plate will remain in file until action is taken by the originating agency to remove the record.

(b) If the vehicle/license plate in a missing person entry has been stolen, the record should be cross-referenced in the Miscellaneous (MIS) Field and a separate entry should be made in the Vehicle/ License Plate File.

INSTRUCTOR'S NOTE: REFER TO NCIC OPERATING MANUAL OR THE LICENSE PLATE AND VEHICLE FILE LESSON PLANS FOR A DETAILED EXPLANATION OF VEHICLE/LICENSE PLATE DATA IN A MISSING PERSON RECORD.

(3) The MIS field is not a searchable field, (meaning the information is not compared with information found in any other record). The following types of information should be included:

(a) nicknames (monikers)
(b) clothing description (size, color)
(c) shoes (size, style, color)
(d) smoker (pipe, cigar, cigarette, brand)
(e) tobacco chewer (brand)
(f) fingernails (polish, length, biter)
(g) possible destination
(h) amount of money in possession
(i) medication in possession
(j) left handed/right handed

(k) explanation/description of SMTs and physical condition

(l) **Notify ORI of all hits (NOAH)** in a case where an ORI wants to be notified of all "hits" and believes that it will provide investigative leads, the acronym NOAH should be placed in the MIS field.

(4) Aliases, Vehicle Information, DOBs, SOCs, SMTs should be entered in a (separate) supplemental record.

INSTRUCTOR'S NOTE: REFER TO PART VI. ENTRY OF SUPPLEMENTAL RECORDS TO THE MISSING PERSON RECORD.

(5) When two or more missing persons are known to be associated with each other, the NAM and NIC number of each person should be placed in the MIS Field of each record with an explanation.

b. Missing Adult Record

(1) A record for a missing person who is declared emancipated may be entered in the Missing Person File provided the entering agency has documentation in its possession supporting the conditions under which the person is declared missing. This written documentation will aid in the protection of the individuals right to privacy.

(2) Written documentation is not required for entry of catastrophe victims, (regardless of age).

c. Missing Juvenile Record

(1) A record of a missing person who is declared unemancipated should be immediately entered in the Missing Person File using

the appropriate category. A missing person report filed with an agency which has jurisdiction is sufficient documentation for entering a juvenile.

(2) To ensure that the missing juvenile records are entered into the Missing Person File for all missing children, the **National Child Search Assistance Act 1990 (NCSAA)** was instituted. HD#5,6

(a) The Act requires that all authorized agencies without any waiting period immediately accept a report of a missing child.

(b) A missing person record should be immediately entered into the state system and NCIC.

(c) Requires agencies that enter records to assist with appropriate search and investigation procedures and maintain close liaison with the **National Center for Missing and Exploited Children (NCMEC)** for the exchange of information and technical assistance. OH#31 HD#7,8,9

(3) Records for an individual entered as a juvenile that become emancipated, as defined by his/her state of residence, are **not expunged** from the system. **The message key changes to unemancipated juvenile.**

VI. ENTRY OF SUPPLEMENTAL RECORDS TO NCIC MISSING PERSON RECORD

A. Purpose IO#4

The purpose of an NCIC missing person supplemental record entry is to add additional identifiers to an NCIC record.

1. The Alias Field and all of the additional identifying data fields which may be included in a supplemental record and the maximum number of identifiers that may be appended to a missing person record are as follows:

a.	Alias (AKA)	99
b.	Scars, Marks, Tattoos, and Other Characteristics (SMTs), e.g., Amputation, Fracture	19
c.	Date of Birth (DOB)	9
d.	Miscellaneous Number (MNU)	9
e.	Social Security Number (SOC)	9
f.	Operator's License Number (OLN)	9
g.	License Plate Number (LIC)	9
h.	Vehicle Identification Number (VIN)	9

2. Dental information may also be appended to a base missing person record.

B. Requirements IO#7

1. To enter a missing person supplemental record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH#32

   a. NAM, NIC Number, and supplemental data to be added.

   or

   b. NAM, OCA, and supplemental data to be added.

2. To enter a missing person supplemental dental record, the MKE and ORI must be used in addition to the following fields: OH#33

a. NIC Number, OCA Number, and Supplemental dental information

INSTRUCTOR'S NOTE: SHOW EXAMPLE OF SUPPLEMENTAL INFORMATION APPENDED TO A RECORD

C. Interpreting Responses IO#11

An NCIC missing person supplemental record entry will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC supplemental record entry** - indicates to the entering agency that the supplemental information has been sucessfully appended to the base missing person record.
and

2. **Cross Search** - when a missing person supplemental record is entered or modified the NCIC computer automatically compares the data in that record against all unidentified person records in the **NCIC Automatic Cross-Search Program ***
additionally IO#8

3. **The $.8. Administrative Message** - indicates to the state of registry that a missing person record is entered with supplemental vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming. ******
or

4. **Reject** - indicates to the entering agency that the supplemental record entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

*** INSTRUCTOR'S NOTE: REFER TO PART V. ENTRY OF NCIC MISSING PERSON RECORD, (INTERPRETING RESPONSES) OF THIS LESSON PLAN FOR MORE DETAIL ON AUTOMATIC CROSS SEARCH.**

** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA/REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES.

D. Guidelines

1. Policy Issues IO#12

a. Missing Adult and Juvenile Records

(1) To append SMTs and/or other additional identifiers, those fields must be filled in the base record.

b. Missing Adult Record

(1) None applicable for a missing person record supplemental record entry

c. Missing Juvenile Record

(1) None applicable for a missing person record supplemental record entry

2. General Information IO#12

a. Missing Adult and Juvenile Records

(1) Once an NCIC supplemental record entry has been made into the NCIC system, the accuracy of the record should be double checked by a second party. The verification of the record should include assuring that the data in the NCIC record matches the data in the investigative report.

(2) AKAs, SMTs, and/or other Identifiers Record

(a) Entry of supplemental missing person records may be made only by the agency that entered the missing person record.

(b) An AKA includes any name in which the surname is different from the surname in the NAM Field and any surname spelling variations.

   1) Spelling variations of the first or middle name can only be shown as an alias if the surname changes, i.e., NAM/Thompson, Johnny and AKA/Thomson, Johnnie.

   2) Nicknames are to be entered in the MIS Field, not in the AKA Field of the missing person record.

(c) A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each AKA, DOB, SMT, MNU, SOC is counted as one identifier. Each set of data relating to an OLN, LIC, or VIN is also counted as one identifier.

(d) Supplemental information cannot be modified.

   1) The identifiers in a supplemental record should be canceled and the correct information then reentered.

INSTRUCTOR'S NOTE: REFER TO PART X. CANCELLATION OF NCIC MISSING PERSON RECORD OF THIS LESSON PLAN

(e) Supplemental dental information cannot be transmitted in the same message as AKAs, SMTs, or other identifiers.

(2) Supplemental Dental Information Record

(a) A dental report can be filled out by a dentist and returned to the entering agency.

(b) The entry of a supplemental dental record to a missing person record will cause a search of all unidentified person records.

INSTRUCTOR'S NOTE: REFER TO PART VII. MODIFICATION OF NCIC MISSING PERSON RECORD OF THIS LESSON PLAN.

b. Missing Adult Record

(1) None applicable for a missing person record supplemental entry

c. Missing Juvenile Record

(1) The mother's maiden name and the missing juvenile's given name should be entered as aliases in a missing juvenile record.

VII. ENTRY OF ADD-ON RECORD TO NCIC MISSING PERSON RECORD

An add-on record cannot be appended to an NCIC missing person record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC MISSING PERSON RECORD

A. Purpose IO#4

The purpose of an NCIC missing person record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements IO#7

1. To modify a missing person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields: OH#34
   a. NAM, NIC, and Information to be modified
   or
   b. NAM, OCA, and Information to be modified
2. To modify a missing person **supplemental dental record**, the MKE and ORI must be used, in addition to the following fields:
   a. NIC, OCA, and any fields to be modified

INSTRUCTOR'S NOTE: SHOW AN EXAMPLE OF A MODIFIED RECORD

INSTUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses IO#11

An NCIC missing person record modification will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC modification** - indicates to the modifying agency that the record has been successfully modified.
   or

2. **Acknowledgement of NCIC modification and listing of duplicate record(s) already on file** - indicates to the entering agency that the missing person record has been successfully modified in NCIC. Duplicate record(s) on file with a different ORI will be furnished in the response. *
and

3. **Cross Search** - when a missing person record is modified, the NCIC computer automatically compares the data in the modified record against all unidentified person records (NCIC Automatic Cross-Search Program). ** IO#8
additionally

4. **The $.8. Administrative Message** - indicates to the state of registry that a missing person record is modified with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming. ***
or

5. **Reject** - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: *IF THE LIT FIELD IN AN EXISTING RECORD IS BLANK, OR IN THE CASE OF MODIFICATIONS, IF THE MISSING PERSON RECORD BEING MODIFIED HAS A BLANK LIT FIELD, THE LIT FIELD IS NOT USED IN THE DUPLICATE RECORD CHECK.

INSTRUCTOR'S NOTE: **REFER TO PART V. ENTRY OF NCIC MISSING PERSON RECORD, (INTERPRETING RESPONSES) OF THIS LESSON PLAN FOR MORE DETAIL ON AUTOMATIC CROSS SEARCH.

***** REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS**

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE

SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

1. Policy Issues IO#12

   a. Missing Adult and Juvenile Records

      (1) AKAs, SMTs, and other identifiers cannot be modified, the identifiers must be canceled and reentered.

   b. Missing Adult Record

      (1) None applicable for a missing person record modification

   c. Missing Juvenile Record

      (1) None applicable for a missing person record modification

2. General Information IO#12

   a. Missing Adult and Juvenile Records

      (1) Modification of a record is restricted to the agency that entered the record.

      (2) Once the acknowledgement of modification is received, the accuracy of the modification should be checked by a second party. The verification of the record should include assuring that the data in the modification matches the additional or corrected information.

      (3) A modification message used to delete information in a field of the base record will cause the same data in the supplemental

record to move up the base record except for vehicle and license data.

(4) When a vehicle in a missing person record is recovered prior to the locating of the missing person, a special modification message may be used to remove all vehicular data without identifying each field.

INSTRUCTOR'S NOTE: SEE NCIC OPERATING MANUAL FOR MODIFICATION OF VEHICLE INFORMATION IN THE MISSING PERSONS FILE.

(5) After a record has been modified, a new search of all unidentified person records will automatically be conducted.

(6) A supplemental dental record may be modified to:

(a) change the code entered in the Dental X-rays Available (DXR) and/or Dental Model and/or Photographs of Teeth Available (MPA) Fields.

(b) add, delete, or change the information entered in the Dental Remarks (DRE) Field.

(c) enter, change, or delete any of the 256 codes of the Dental Characteristics (DCF) Field.

IX. CLEAR OF NCIC MISSING PERSON RECORD

A. Purpose IO#4

The purpose of an NCIC missing person record clear is to remove the missing person record from NCIC when:

1. The agency finding the missing person is the agency that entered the record.

2. When the agency that entered the record is officially advised that the missing person has been located by another agency.

INSTRUCTOR'S NOTE: SINCE ONE LOCATE MESSAGE PURGES THE RECORD FROM FILE, THE ORI AND THE CONTROL TERMINAL AGENCY SERVICING THE ENTERING ORI ARE NOTIFIED BY NCIC THAT SUCH A TRANSACTION HAS OCCURRED,($.L. ADMINISTRATIVE MESSAGE). IT WILL NOT BE NECESSARY UNDER THESE CIRCUMSTANCES FOR THE ORI TO CLEAR THE RECORD FROM NCIC.

B. Requirements IO#7

1. To clear a missing person record when the entering agency finds the individual(s), the Message Key (MKE) and Originating Agency identifier (ORI) must be used in addition to the following fields:

   a. NAM, NIC, and Date of Location
   or
   b. NAM, OCA, and Date of Location

2. To clear a missing person record when another agency locates the individual(s) and has not placed a locate message on the missing person record, the MKE and the ORI must be used in addition to the following fields:

   a. NAM, NIC, Date of Location, Locating Agency's Identifier, and Locating Agency's Case Number. OH#35
   or

   b. NAM, OCA, Date of Location, Locating Agency's Identifier, and Locating Agency's Case Number.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses IO#11

An NCIC missing person record clear will cause the NCIC computer to transmit one of the following responses:

1. Acknowledgement of NCIC clear - indicates to the clearing agency that the record has been successfully cleared.
   additionally

2. The $.8. Administrative Message - indicates to the state of registry that a missing person record is modified with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*
   or

3. Reject - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

* REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO#12

1. Policy Issues

   None applicable for a missing person record clear

2. General Information

IO#12

a. Missing Adult and Juvenile Records

(1) Clearance of an NCIC missing person record is restricted to the agency that entered the record.

(2) The clear transaction will cause the entire record to be removed from file, including supplemental identifiers, and dental information.

b. Missing Adult Record

(1) None applicable for a missing person record clear

c. Missing Juvenile Record

(1) None applicable for a missing person record clear

X. CANCELLATION OF NCIC MISSING PERSON RECORD

A. Purpose

IO#4

The purpose of an NCIC missing person record cancellation is to remove an NCIC missing person record when it is determined that the information contained in the record is invalid or inaccurate.

B. Requirements

IO#7

1. To cancel a missing person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used in addition to the following fields:

   a. NAM, NIC, and Date of Cancellation
      or

   b. NAM, OCA, and Date of Cancellation

2. To cancel a missing person supplemental AKA, SMT, and other identifiers record, the MKE and ORI must be used in addition to the following fields:

   a. NAM, NIC, and Information to be canceled
      or

   b. NAM, OCA, and Information to be canceled

3. To cancel a missing person supplemental dental record, the MKE and ORI must be used in addition to the following fields: OH#36

   a. NIC and OCA

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses

IO#11

An NCIC missing person record cancellation will cause the NCIC computer to transmit one of the following responses:

1. **Acknowledgement of NCIC cancellation** - indicates to the canceling agency that a record has been successfully canceled. additionally

2. The $.8. Administrative Message - indicates to the state of registry that a missing person record is canceled with vehicle data showing registration in a state other than the state of the entering agency. Participants in the $.8. Program are all Canadian agencies and all states except Idaho and Wyoming.*
or

3. Reject - indicates to the canceling agency that the cancellation was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

* REFER TO NCIC/STATE OPERATING MANUAL FOR FURTHER DETAILS

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines IO#12

1. Policy Issues

   None applicable for a missing person record cancellation

2. General Information IO#12

   a. Missing Adult and Juvenile Records

      (1) Cancellation of an NCIC missing person record is restricted to the agency that entered the record.

      (2) A cancellation transaction will remove the entire record from file including all supplemental information.

(3) A supplemental dental cancellation transaction will delete all dental information from the record. When a missing person base record is canceled, all supplemental information is canceled as well.

b. Missing Adult Record

(1) None applicable for a missing person record cancellation

c. Missing Juvenile Record

(1) None applicable for a missing person record cancellation

XI. RETENTION PERIOD IO#13

A missing person record is retained indefinitely in NCIC or until one of the following occurs:

A. A locate is placed. OH#37

B. The entering agency clears or cancels the record.

C. If the expired license plate is the only searchable identifier in the record, the entire record will be purged and the originating agency will not be notified.

XII. CONCLUSION

The NCIC Missing Person File has been instrumental in locating many missing children and adults since its inception in 1975. As of January 1, 1992, there were 72,587 records entered into the NCIC Missing Person File.

It is important to remember:

1. The NCIC Missing Person File is designed to store records containing personal and physical descriptors, dental characteristics, and personal accessories of missing persons.
2. There are five categories that may be used when entering a missing person record into NCIC they are: **Disabled; Endangered; Involuntary; Juvenile; and Catastrophe Victims.**
3. Supplemental AKAs, SMTs and other additional identifiers, e.g., DOBs, SOCs may be appended to a missing person record.
4. An NCIC Missing Person File is cross searched against the NCIC Unidentified Person File whenever a record is entered, updated or modified.
5. An NCIC missing person inquiry will search the following files: Missing Person, Wanted Person, U.S. Secret Service Protective, Foreign Fugitive, and the Alcohol, Tobacco and Firearms (ATF) Violent Felon Files. If license/vehicle data is included, the Boat, License Plate, and Vehicle Files will also be searched.

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, locate, entry, modification, clear, and cancellation of all missing person records.

INSTRUCTOR'S NOTE: SHOW "NCIC AND MISSING CHILDREN" (VIDEO PLAYING TIME 11:15)

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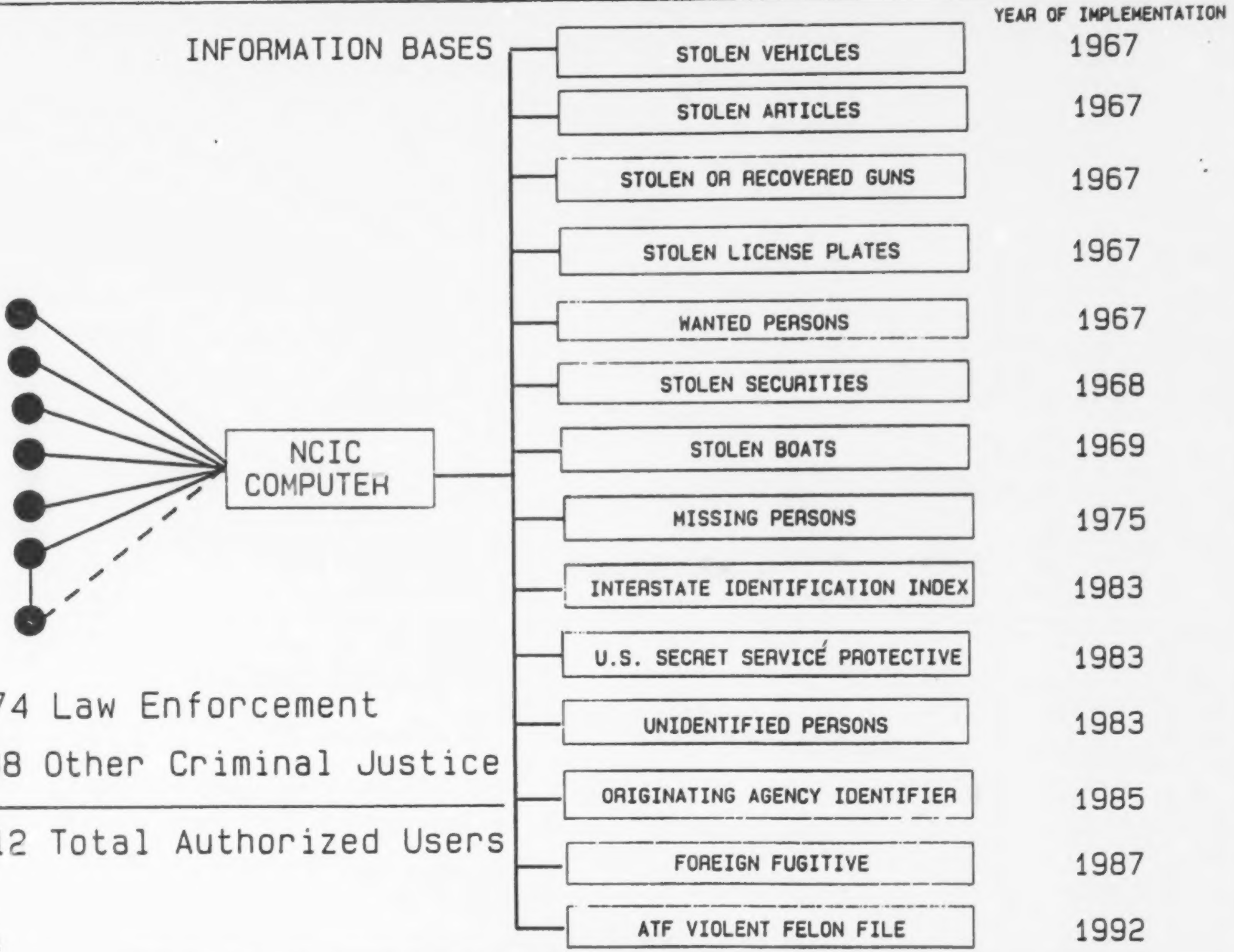
THE NCIC MISSING PERSON FILE

7/1/92 MPF-OH#1

Current NCIC System



INFORMATION BASES	YEAR OF IMPLEMENTATION
STOLEN VEHICLES	1967
STOLEN ARTICLES	1967
STOLEN OR RECOVERED GUNS	1967
STOLEN LICENSE PLATES	1967
WANTED PERSONS	1967
STOLEN SECURITIES	1968
STOLEN BOATS	1969
MISSING PERSONS	1975
INTERSTATE IDENTIFICATION INDEX	1983
U.S. SECRET SERVICE PROTECTIVE	1983
UNIDENTIFIED PERSONS	1983
ORIGINATING AGENCY IDENTIFIER	1985
FOREIGN FUGITIVE	1987
ATF VIOLENT FELON FILE	1992

37,274 Law Enforcement

33,838 Other Criminal Justice

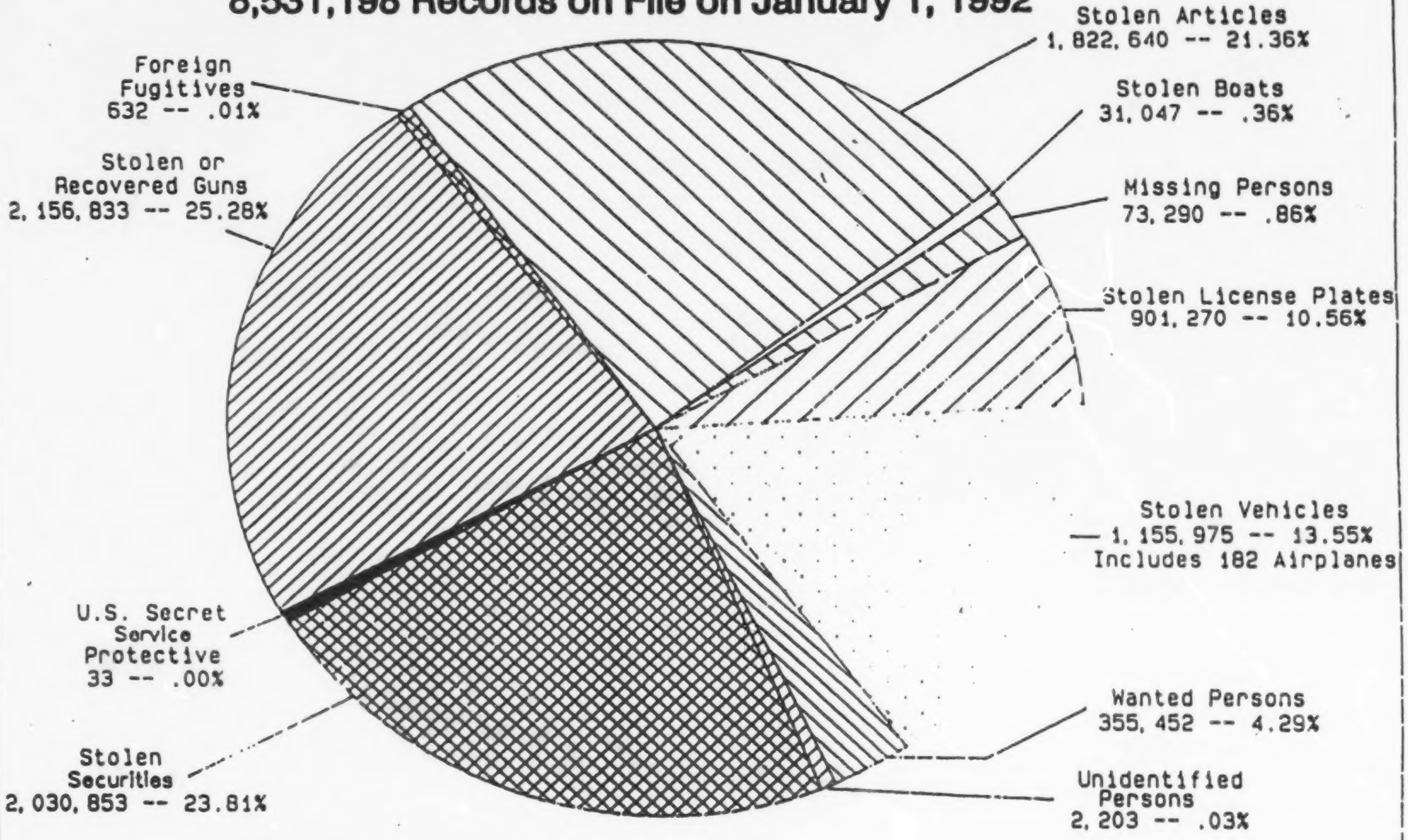
71,112 Total Authorized Users

7/1/92

MPF-OH#2

INFORMATION BASES

8,531,198 Records on File on January 1, 1992



7/1/92

THE FIVE CATEGORIES OF MISSING PERSON RECORDS

1) DISABILITY
2) ENDANGERED
3) INVOLUNTARY
4) JUVENILE
5) CATASTROPHE VICTIM

DISABILITY

A PERSON OF ANY AGE WHO IS MISSING AND UNDER PROVEN PHYSICAL/MENTAL DISABILITY OR IS SENILE THEREBY SUBJECTING HIMSELF/HERSELF OR OTHERS TO PERSONAL AND IMMEDIATE DANGER

ENDANGERED

A PERSON OF ANY AGE WHO IS MISSING UNDER CIRCUMSTANCES INDICATING THAT HIS/HER PHYSICAL SAFETY MAY BE IN DANGER

INVOLUNTARY

A PERSON OF ANY AGE WHO IS MISSING UNDER

CIRCUMSTANCES INDICATING THAT THE

DISAPPEARANCE WAS NOT VOLUNTARY, I.E., ABDUCTION OR KIDNAPING

JUVENILE

A PERSON WHO IS MISSING AND DECLARED UNEMANCIPATED

AS DEFINED BY THE LAWS OF HIS/HER

STATE OF RESIDENCE AND DOES NOT MEET ANY OF

THE OTHER CRITERIA SET FORTH IN THE LISTING OF ENTRY CRITERIA

CATASTROPHE VICTIM

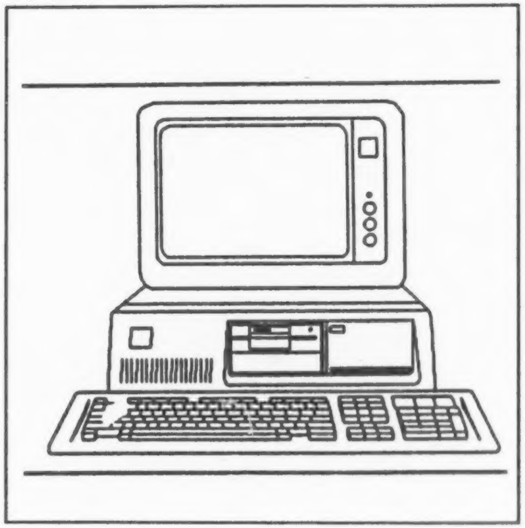
A PERSON OF ANY AGE WHO IS MISSING AFTER A CATASTROPHE, E.G., STORM, PLANE CRASH

MISSING PERSON FILE INQUIRIES

1) UNIQUE IDENTIFIERS

2) NONUNIQUE IDENTIFIERS

3) NCIC (NIC) NUMBER



MISSING PERSON FILE UNIQUE IDENTIFIER INQUIRY

Message Key
ORI
Name

and numeric identifier such as:

Date of Birth
FBI Number
Social Security Number
Miscellaneous Number
Operator's License Number
Vehicle License Plate Number
Vehicle Identification Number
OCA Number

NCIC Number Only

EXAMPLES OF MISSING PERSON FILE INQUIRIES

Unique Identifier Inquiry

```
QW.DCFBIWAN1.NAM/DOE,JONATHAN.SEX/M.RAC/W.DOB/101269.VIN/ABC123DEF45678901
```

```
MKE/MISSING PERSON - JUVENILE
ORI/DCFBIWAN1 NAM/DOE,JONATHAN J SEX/M RAC/W POB/MD DOB/101269
DOE/101287 HGT/510 WGT/165 EYE/GRN HAI/BRO SKN/FAR
SMT/SC R HND SOC/216343737 MNP/MP DLC/120182 OCA/TEST
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
ORI IS FBI HEADQUARTERS WASHINGTON DC
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD CLASS RING
DOB/101265 091263
SMT/CAUL L EAR  TAT R ARM
AKA/ROE,EDWARD
AKA/DOE,EDWARD
DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/INDIVIDUAL HAS NUMEROUS CARIES
```

Unique Identifier Inquiry (Cont)

```
TOOTH STAT  RSTRTNS/CARIES  APPL  OTHER CHAR
       M  O  D  B  L
  1 A
  2     1                           BC
 A 4       1
 E 8           2
 16  A
 17  X
 P25                        G
 Q26  A                     C
 R27                        G
 31           1
 32  A
NIC/M000069216
```

NONUNIQUE IDENTIFIER INQUIRY

The Following Fields are Mandatory

Message Key

Originating Agency Identifier

Approximate Age (+/- 1 year is searched)

Sex

Race

Eye Color

Hair Color

Approximate Height (+/- 3 inches is searched)

Approximate Weight (+/- 10 pounds is searched)

Nonunique Identifier Inquiry

```
QM.DCFBIWAN1.AGE/35.SEX/M.RAC/W.HGT/511.WGT/148.EYE/BRO.HAI/BRO

DCFBIWAN1
NCIC HAS 0123 POSSIBLE MATCHES FOR YOUR INQUIRY.  THE TWO HIGHEST SCORING
RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE
RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.
```

SOUNDEX

- THE FIRST LETTER OF THE SURNAME IS RETAINED

- THE LETTERS A,E,H,I,O,U,W, AND Y ARE NEVER GIVEN A NUMERIC VALUE

- UP TO FOUR CONSONANTS FOLLOWING THE INITIAL LETTER OF THE SURNAME ARE ASSIGNED NUMERIC VALUES FOR CODING PURPOSES.

CONSONANTS	VALUE
B,F,P, AND V	1
C,G,J,K,Q,S,X, AND Z	2
D AND T	3
L	4
M AND N	5
R	6

- DOUBLE CONSONANTS ARE CODED AS ONE LETTER

- THE SOUNDEX CODE FOR ALL SURNAMES IS COMPRISED OF THE INITIAL LETTER OF THE SURNAME AND FOUR NUMERIC VALUES FOR EXAMPLE:P4000

- WHEN A SURNAME DOES NOT HAVE ENOUGH CONSONANTS, ZEROS ARE ADDED

QPER INQUIRY

- Available only at FBIHQ

- Searches the Missing Person File as well as the Wanted Person File

- Utilized when no numerical identifiers are available

```
2L01XXXXX01.QPER.DCFBIWAN1.NAM/SMITH, MARY

2L01XXXXX01.QPER.DCFBIWAN1.ENM/JONES, JOHN
```

NCIC MISSING PERSON RECORD LOCATE

```
LM.MDMSP0000.NAM/DOE,JONATHAN J.NIC/M000069216.120582.8592.DETN
```

```
MDMSP0000
1ST LOCATED NAM/DOE,JONATHAN J NIC/M000069216  RECD BEING CANCELED
```

NCIC MISSING PERSON RECORD LOCATE

DETAINED (DETN)

RELEASED (RELD)

THE COMPLETE MISSING PERSON RECORD, INCLUDING ALL SUPPLEMENTAL DATA, IS AUTOMATICALLY REMOVED FROM FILE WHEN A LOCATE MESSAGE IS PLACED ON THE RECORD.

ENTRY OF A MISSING PERSON RECORD

ADULT

MKE, ORI
AT LEAST ONE NUMERIC IDENTIFIER, AND ALL OF THE FOLLOWING FIELDS:
NAME
SEX
RACE
HEIGHT
WEIGHT
EYE
HAIR
MISSING PERSON
DATE OF LAST CONTACT
ORIGANATING CASE AGENCY

ENTRY OF A MISSING PERSON RECORD, CONTINUED

JUVENILE

MKE,ORI
AND ALL THE FOLLOWING FIELDS:
NAME
SEX
RACE
DATE OF BIRTH
DATE OF EMANCIPATION
HEIGHT
WEIGHT
HAIR
MISSING PERSON
DATE OF LAST CONTACT
ORIGINATING CASE AGENCY

NCIC MISSING PERSON RECORD ENTRY ACKNOWLEDGEMENT

EMJ.DCFBIWAN1.DOE,JONATHAN J.M.W.MD.101269.101287.510.165.GRN.BRO..FAR.SC R HND.

..216343737....MP.120182.TEST.LAST SEEN WEARING BLUE PANTS AND RED SHIRT....

.......OPOS.C.N.P..PK,RI.GOLD CLASS RING

DCFBIWAN1

NAM/DOE,JONATHAN J NIC/M000069216

$.8. ADMINISTRATIVE MESSAGE

$.8.

OUT OF STATE AT 1325 EST 100091

EV.MD1012600. 123456. VA. 80. PC. 3J573A7012345. 80. OLDS. CUT. 2D.

WHI/BLU. 032180. 123456789. DENT IN RIGHT FRONT FENDER

NIC/V987654321 OCA/123456789

MISSING PERSON/UNIDENTIFIED PERSON

AUTOMATIC CROSS SEARCH PROGRAM

MISSING PERSON–UNIDENTIFIED PERSON
RECORD IDENTIFIERS–RECORD INDENTIFIERS
DATE OF BIRTH–ESTIMATED YEAR OF BIRTH
SEX–SEX
RACE–RACE
HEIGHT–ESTIMATED HEIGHT
WEIGHT–ESTIMATED WEIGHT
EYE COLOR–EYE COLOR
HAIR COLOR–HAIR COLOR
DATE OF LAST CONTACT–ESTIMATED DATE OF DEATH
DATE OF LAST CONTACT–DATE BODY FOUND
SCARS, MARKS, TATTOOS, ETC.–SCARS, MARKS, TATTOOS, ETC.
FINGERPRINT CLASSIFICATION–FINGERPRINT CLASSIFICATION
JEWELRY TYPE–JEWELRY TYPE
ORIGINATING AGENCY STATE CODE–ORIGINATING AGENCY STATE CODE
BLOOD TYPE–BLOOD TYPE
DENTAL CHARACTERS–DENTAL CHARACTERS

7/1/92

```
$.M. ADMINISTRATIVE MESSAGE

$.M. LO1
WV1012600

YOUR RECORD WITH NIC/U123456789 OCA/3456789 IS A POSSIBLE MATCH
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U123456789.

                    SEX/                                              DBF/
NIC           ST    RAC   EYB/YOB    HGT    WGT    EYE   HAI    DLC      MATCH DATA
M111444777    MD    M/W     43       510    510    HAZ   BRO    010179   FPC/EYE/SMT
M827362564    VA    M/B     42       508    138    HAZ   BRO    052677   EYE
M876543211    CA    M/A     44       509    160    BRO   GRY    011079   HAI
M182733647    PA    M/I     43       508    145    BRO   BRO    092879   ALL FIELDS
M182736473    AZ    M/I     43       508    145    BRO   BLN    092878   ALL FIELDS
M827364536    NV    M/W     40       505    130    BRO   BRO    020777   ALL FIELDS

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S)
```

$.N. ADMINISTRATIVE MESSAGE

$.N. LO1

MD1012600

YOUR RECORD WITH NIC/M987654321 OCA/123456789 HAS BEEN SEARCHED.

THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.

ON-LINE QUALITY CONTROL PROGRAM

MISSING DATA IN MISSING/UNIDENTIFIED PERSON RECORDS ($.K.)

Effective February 2, 1992

- An automated review of the Missing and Unidentified Person Files (BLT, DCH, FPC, JWT, AND SMT)

- Enhance the quality of missing juvenile records

- Benifit the missing/unidentified cross-search program

- Assist agencies in complying with the National Child Search Assitance Act of 1990

$.K. ADMINISTRATIVE MESSAGE

$.K.MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON
NOTIFICATION AT 1600 EST 083090. YOUR ENTRY
NIC/M000069216, OCA/TEST56789 HAS INFORMATION MISSING
FROM ONE OR MORE OF THE FOLLOWING KEY DATA FIELDS:
BLT, DCH, FPC, JWT, SMT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE THAT DATA
ZSHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY
NCIC NOTIFICATION.

MKE/MISSING PERSON JUVENILE RECORD
ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W
POB/TX DOB/060675 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SOC/123456789 DLC/120182
OCA/TEST56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216
ORI IS ANY CITY PD

EXAMPLES OF SUPPORTING DOCUMENTATION

1. WRITTEN STATEMENT FROM THE NEXT OF KIN OR OTHER AUTHORITATIVE SOURCE CONFIRMING THAT A PERSON IS MISSING.

2. WRITTEN STATEMENT FROM A PHYSICIAN OR OTHER AUTHORITATIVE SOURCE CORROBARATING PHYSICAL/MENTAL DISABILITY.

Public Law 101-647
101st Congress

TITLE XXXVII—NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990

42 USC 5779. **SEC. 3701. REPORTING REQUIREMENT.**

(a) IN GENERAL.—Each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 18 reported to such agency to the National Crime Information Center of the Department of Justice.

(b) GUIDELINES.—The Attorney General may establish guidelines for the collection of such reports including procedures for carrying out the purposes of this Act.

(c) ANNUAL SUMMARY.—The Attorney General shall publish an annual statistical summary of the reports received under this title.

SEC. 3702. STATE REQUIREMENTS. 42 USC 5780.

Each State reporting under the provisions of this title shall—

(1) ensure that no law enforcement agency within the State establishes or maintains any policy that requires the observance of any waiting period before accepting a missing child or unidentified person report;

(2) provide that each such report and all necessary and available information, which, with respect to each missing child report, shall include—

(A) the name, date of birth, sex, race, height, weight, and eye and hair color of the child;

(B) the date and location of the last known contact with the child; and

(C) the category under which the child is reported missing;

is entered immediately into the State law enforcement system and the National Crime Information Center computer networks and made available to the Missing Children Information Clearinghouse within the State or other agency designated within the State to receive such reports; and

(3) provide that after receiving reports as provided in paragraph (2), the law enforcement agency that entered the report into the National Crime Information Center shall—

(A) no later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records; Records.

(B) institute or assist with appropriate search and investigative procedures; and

(C) maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases.

Approved November 29, 1990.

NCIC MISSING PERSON SUPPLEMENTAL RECORD ENTRY

```
EMN.DCFBIWAN1.NAM/DOE,JONATHAN J.OCA/TEST.AKA/ROE,EDWARD.DOE,EDWARD.

DOB/101265.091263.SMT/CAUL L EAR.TAT R ARM
```

```
DCFBIWAN1
SUPP NAM/DOE,JONATHAN J  OCA/TEST
```

```
ZW.DCFBIWAN1.NIC/M000069216
MKE/MISSING PERSON - JUVENILE
ORI/DCFBIWAN1 NAM/DOE,JONATHAN J SEX/M RAC/W POB/MD DOB/101269
DOE/101287 HGT/510 WGT/165 EYE/GRN HAI/BRO SKN/FAR
SMT/SC R HND SOC/216343737 MNP/MP DLC/120182 OCA/TEST
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
ORI IS FBI HEADQUARTERS WASHINGTON DC
VIN/   1FAPP36X7MK112357 VYR/91 VMA/FORD VMO/THU VST/2T VCO/BLU
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD CLASS RING
DOB/101265 091263
SMT/CAUL L EAR  TAT R ARM
AKA/ROE,EDWARD
AKA/DOE,EDWARD
NIC/M000069216
```

MISSING PERSON SUPPLEMENTAL DENTAL RECORD ENTRY

ED.DCFBIWAN1.NIC/M000069216.OCA/TEST.Y.N.INDIVIDUAL HAS NUMEROUS

CARIES.001/A,016/A,017/X,026/A,032/1,034/1,068/1,127/1,136/2,217/G,

218/C,219/G,226/BC

DCFBIWAN1
ENTRY DENTAL DATA NIC/M000069216 OCA/TEST

NCIC MISSING PERSON RECORD MODIFICATION

```
MM.DCFBIWAN1.NAM/DOE,JONATHAN J.NIC/M000069216.VIN/1FAPP36X7MK112357.VYR/91.

VMA/FORD.VMO/THU.VST/2T.VCO/BLU

DCFBIWAN1
MODIFY NAM/DOE,JONATHAN  NIC/M000069216


ZW.DCFBIWAN1.NIC/M000069216

MKE/MISSING PERSON - JUVENILE
ORI/DCFBIWAN1 NAM/DOE,JONATHAN J SEX/M RAC/W POB/MD DOB/101269
DOE/101287 HGT/510 WGT/165 EYE/GRN HAI/BRO SKN/FAR
SMT/SC R HND SOC/216343737 MNP/MP DLC/120182 OCA/TEST
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
ORI IS FBI HEADQUARTERS WASHINGTON DC
VIN/   1FAPP36X7MK112357 VYR/91 VMA/FORD VMO/THU VST/2T VCO/BLU
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD CLASS RING
NIC/M000069216
```

NCIC MISSING PERSON RECORD CLEAR

CM. DCFBIWAN1. NAM/DOE,JONATHAN J. NIC/M000069216. 120582. MDMSP0000. 8592

DCFBIWAN1
CLEAR NAM/DOE,JONATHAN J NIC/M000069216

7/1/92

NCIC MISSING PERSON RECORD CANCELLATION

XM. DCFBIWAN1. NAM/DOE,JONATHAN J. NIC/M000069216. 120582

DCFBIWAN1
CANCEL NAM/DOE,JONATHAN J NIC/M000069216

MISSING PERSON FILE
RETENTION PERIOD

A MISSING PERSON RECORD IS RETAINED INDEFINITELY IN NCIC OR UNTIL ONE OF THE FOLLOWING OCCURS:

A LOCATE IS PLACED

THE ENTERING AGENCY CLEARS OR CANCELS THE RECORD

IF THE EXPIRED LICENSE PLATE IS THE ONLY SEARCHABLE IDENTIFIER IN THE RECORD, THE ENTIRE RECORD WILL BE PURGED AND THE ORIGINATING AGENCY WILL NOT BE NOTIFIED

NCIC FILE REFERENCE CARD

. AUTHORITY FOR MAINTENANCE OF THE SYSTEM

The System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations–Judicial Administration, Chapter I–Department of Justice (Order No. 601-75) Part 20–Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- Records for stolen, weapons.
- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- Records for stolen license plates.

Missing Person File

- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- Records for unidentified deceased persons.
- Records for persons of any age who are living and unable to ascertain his/her identity.
- Records for unidentified catastrophe victims.
- Records for body parts.

U.S. Secret Service (USSS) Protective File

- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- Records for stolen vehicles.
- Records for vehicles involved in the commission of a crime (felony vehicle).
- Records for stolen component parts.

Wanted Person File

- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- Records for probation and parole violators.
- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for th year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping i in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OA and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

*These identifiers apply to stolen part record inquiries.

The following editorial by the Deputy Director for the National Center for Missing and Exploited Children is reprinted from Police, November, 1988.

Locating Lost Children

The NCIC is a powerful and vital tool

Missing child investigations pose difficult and complex problems for law enforcement. A powerful tool law enforcement agencies should use in solving these cases is the FBI's National Crime Information Center (NCIC) computer system. Both the NCIC Missing Persons File and the Unidentified Persons File are correlated daily. The more complete and accurate the information that is entered on a missing child is, the more likely it is that the system will produce a match. The following is a true story that illustrates the critical importance of using the NCIC system.

Ricky (not his real name) is a 15-year-old mentally retarded youth who lives with his father in a suburban area. One morning in the middle of August, Ricky and his friends took the train into the city. When Ricky did not return home by nightfall, his father became worried and called the local police to report the child missing. The police department took the report from the father and told him not to worry because most children show up sooner or later, usually unharmed. The department filed the report but did not enter it into the NCIC Missing Persons File.

Ricky did not show up, and Ricky's father became distraught. Every spare moment in the next few months was spent looking for his lost son. In early March of the following year, the National Center for Missing and Exploited Children was contacted about the case by a non-profit organization that had been helping the father. The National Center contacted the police department in the boy's hometown and, after finding out that the NCIC information had not been entered, encouraged the department to do so. On April 21, the National Center arranged for Ricky's picture to be aired on a news broadcast. The following morning, the Center's hotline (1-800-843-5678) received a report that a boy who resembled the one in the picture shown on television was in a children's shelter -- and had been in the shelter since September 5, almost a full eight months. The police agency that had found Ricky in the city had not made an entry in the NCIC Unidentified Persons File.

If the law enforcement agencies had made the entries in the NCIC Missing Persons File and Unidentified Persons File, the child would have been returned to his father almost immediately after his disappearance. As it was, a young man was separated from his family for months, a family was disrupted and experienced months of uncertainty and grief, and the city operating the shelter spent almost $25,000 housing the child.

There are more than 1,700 entries in the Unidentified Persons File, many of which are juveniles. Somewhere in this country, law enforcement agencies have these children in their own missing person files and, until they are properly entered into the system, the tragedies will remain unsolved.

I urge everyone reading this issue of Police to use the NCIC system. It works.

Summer, 1985

U.S. Department of Justice
Federal Bureau of Investigation
National Crime Information Center (NCIC)

NCIC Newsletter

ENTER ALL AVAILABLE DATA

PHYSICAL DESCRIPTORS AID IN IDENTIFICATION

On November 13, 1984, the body of a white male homicide victim was found by hunters on an abandoned farm in central Indiana. The victim had been shot with a shotgun and obvious efforts had been made o conceal his identity—the hands and ad were severed and could not be cated. All attempts to identify the body through conventional methods were frustrated by the absence of fingerprints and dental information, and the inability to circulate a facial photograph.

The only available identifiers were the physical descriptors. The body was estimated to be in the late 30's to early 40's and was approximately 5'9", 230 pounds, with heavy reddish body hair. The blood type was O, and footprints and body X-rays were taken. Tattoos were located on both forearms, and one of the tattoos contained a distinctive spelling of a girl's name.

A check of missing persons in the area proved negative, but because of the time of death and the location of the body, it was possible that it could have been driven or flown to the spot where it was recovered. The Indiana State Police issued flyers and teletype messages to other law enforcement agencies, but no urther leads developed.

continued on page 2

VEHICLE DATA HELPS IDENTIFY MISSING

On February 15, 1984, a concerned mother reported her 28-year-old daughter as missing to the North Arlington, New Jersey, Police Department. The next day the North Arlington police entered a record for the young woman into the NCIC Missing Person File as an endangered missing person. The victim's automobile was also reported missing and the vehicle information was included in the missing person record.

Several weeks later, the Florence County, South Carolina, Sheriff's Office found an abandoned, burned car in a wooded area. Further investigation led to a burned body in the trunk of the car. A detective made an NCIC Vehicle File inquiry using the vehicle identification number (VIN) of the car. The inquiry resulted in a hit on the North Arlington Police Department's missing person record. Communications were immediately established between the Florence County Sheriff's Office and the North Arlington police, and through dental identification, the body was positively identified as the missing daughter from North Arlington, New Jersey.

Also in this issue...

CAP and NCIC *2*
Diplomatic License Plates *3*
New NCIC Feature *3*
Plus NCIC File Size and Transaction Volume

MISSING PERSONS NONUNIQUE INQUIRIES

A SUCCESS STORY

The Missing Person File has been operational since October 1975. The value of this file has been documented by the results of inquiries made on these records.

In an effort to further enhance the file's usefulness, NCIC developed the means of inquiring on missing persons with nonunique identifiers. As of October 1983, users can inquire using sex, race, eye color, hair color and the approximate age, height and weight of a person. A name may be included (if available) to limit the search and response.

When processing this type of inquiry, the NCIC computer searches the age, plus or minus one year. Approximate height is searched plus or minus three inches; approximate weight is searched plus or minus ten pounds. Possible matching records are scored based on the similarity between the inquiry data and the corresponding data in the records. These scores are used to select up to 20 of the highest scoring candidate records for return to the inquiring agency.

This capability helped to identify a suspect in a burglary in Barron County, Wisconsin. In April, the Sheriff's Office was notified of burglary in progress. Officers responding to the call arrested a young female in connection with the crime. At the time of arrest, the girl could producer no identification nor would she reveal her true identity.

The Sheriff's Office dispatcher ran an NCIC check using the nonunique inquiry capability of the Missing Person File. Her physical description provided the basis for the inquiry, which resulted in 93 possible matches. The two highest scoring records as well as the NIC numbers for the next 18 highest scoring records were provided. The second highest scoring record was for a missing female from Eau Clair County, Wisconsin. Contact with the Wisconsin authorities confirmed the identity of the girl. The perseverance of those involved led to the closing of this case and the return of the runaway juvenile.

During the month of July, 1986 agencies made 1,209 nonunique missing person inquiries. This capability is expected to provide more outstanding results in those difficult cases where personal identification cannot easily be established. The formats for nonuique inquiry may be referenced in your NCIC manual in section 5. Please contact your CTA or NCIC if you have additional questions.

APPENDIX 3

Missing
Person
Legislation

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Missing Children Act of 1982 1

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National Child Search Assistance Act of 1990 7

Public Law 97-292
97th Congress

An Act

To amend title 28, United States Code, to require the Attorney General to acquire and exchange information to assist Federal, State, and local officials in the identification of certain deceased individuals and in the location of missing persons (including unemancipated persons).

Oct. 12, 1982
[H.R. 6976]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Missing Children Act".

Missing Children Act.
28 USC 1 note.

SEC. 2. (a) Section 534(a) of title 28, United States Code, is amended—

(1) by striking out "and" at the end of paragraph (1);

(2) by redesignating paragraph (2) as paragraph (4);

(3) by inserting after paragraph (1) the following new paragraphs:

Deceased individuals.

"(2) acquire, collect, classify, and preserve any information which would assist in the identification of any deceased individual who has not been identified after the discovery of such deceased individual;

"(3) acquire, collect, classify, and preserve any information which would assist in the location of any missing person (including an unemancipated person as defined by the laws of the place of residence of such person) and provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin of that person (and the Attorney General may acquire, collect, classify, and preserve such information from such parent, guardian, or next of kin);"; and

(4) by striking out "exchange these records" in paragraph (4) (as so redesignated) and inserting in lieu thereof "exchange such records and information".

(b) Section 534(b) of title 28, United States Code, is amended—

(1) by inserting "and information" after "records"; and

(2) by striking out "(a)(2)" and inserting "(a)(4)" in lieu thereof.

SEC. 3. (a) The heading for section 534 of title 28, United States Code, is amended to read as follows:

"TITLE IV—MISSING CHILDREN

Missing Children's Assistance Act.

"SHORT TITLE

"SEC. 401. This title may be cited as the Missing Children's Assistance Act.

42 USC 5601 note.

"FINDINGS

"SEC. 402. The Congress hereby finds that—

42 USC 5771.

"(1) each year thousands of children are abducted or removed from the control of a parent having legal custody without such parent's consent, under circumstances which immediately place them in grave danger;

"(2) many of these children are never reunited with their families;

"(3) often there are no clues to the whereabouts of these children;

"(4) many missing children are at great risk of both physical harm and sexual exploitation;

"(5) in many cases, parents and local law enforcement officials have neither the resources nor the expertise to mount expanded search efforts;

"(6) abducted children are frequently moved from one locality to another, requiring the cooperation and coordination of local, State, and Federal law enforcement efforts;

"(7) on frequent occasions, law enforcement authorities quickly exhaust all leads in missing children cases, and require assistance from distant communities where the child may be located; and

"(8) Federal assistance is urgently needed to coordinate and assist in this interstate problem.

"DEFINITIONS

42 USC 5772. "SEC. 403. For the purpose of this title—

"(1) the term 'missing child' means any individual less than 18 years of age whose whereabouts are unknown to such individual's legal custodian if—

"(A) the circumstances surrounding such individual's disappearance indicate that such individual may possibly have been removed by another from the control of such individual's legal custodian without such custodian's consent; or

"(B) the circumstances of the case strongly indicate that such individual is likely to be abused or sexually exploited; and

"(2) the term 'Administrator' means the Administrator of the Office of Juvenile Justice and Delinquency Prevention.

"DUTIES AND FUNCTIONS OF THE ADMINISTRATOR

42 USC 5773. Regulations. "SEC. 404. (a) The Administrator shall—

"(1) issue such rules as the Administrator considers necessary or appropriate to carry out this title;

"(2) make such arrangements as may be necessary and appropriate to facilitate effective coordination among all federally funded programs relating to missing children (including the preparation of an annual comprehensive plan for facilitating such coordination);

Public information. "(3) provide for the furnishing of information derived from the national toll-free telephone line, established under subsection (b)(1), to appropriate law enforcement entities;

"(4) provide adequate staff and agency resources which are necessary to properly carry out the responsibilities pursuant to this title;

"(5) analyze, compile, publish, and disseminate an annual summary of recently completed research, research being conducted, and Federal, State, and local demonstration projects relating to missing children with particular emphasis on—

"(A) effective models of local, State, and Federal coordination and cooperation in locating missing children;

"(B) effective programs designed to promote community awareness of the problem of missing children;

"(C) effective programs to prevent the abduction and sexual exploitation of children (including parent, child, and community education); and

"(D) effective program models which provide treatment, counseling, or other aid to parents of missing children or to children who have been the victims of abduction or sexual exploitation; and

"(6) prepare, in conjunction with and with the final approval of the Advisory Board on Missing Children, an annual comprehensive plan for facilitating cooperation and coordination among all agencies and organizations with responsibilities related to missing children.

"(b) The Administrator, either by making grants to or entering into contracts with public agencies or nonprofit private agencies, shall—

Grants.
Contracts.
Public information.

"(1) establish and operate a national toll-free telephone line by which individuals may report information regarding the location of any missing child, or other child 13 years of age or younger whose whereabouts are unknown to such child's legal custodian, and request information pertaining to procedures necessary to reunite such child with such child's legal custodian;

"(2) establish and operate a national resource center and clearinghouse designed—

"(A) to provide technical assistance to local and State governments, public and private nonprofit agencies, and individuals in locating and recovering missing children;

"(B) to coordinate public and private programs which locate, recover, or reunite missing children with their legal custodians;

"(C) to disseminate nationally information about innovative and model missing childrens' programs, services, and legislation; and

"(D) to provide technical assistance to law enforcement agencies, State and local governments, elements of the criminal justice system, public and private nonprofit agencies, and individuals in the prevention, investigation, prosecution, and treatment of the missing and exploited child case; and

"(3) periodically conduct national incidence studies to determine for a given year the actual number of children reported missing each year, the number of children who are victims of abduction by strangers, the number of children who are the victims of parental kidnapings, and the number of children who are recovered each year.

Studies.

"(c) Nothing contained in this title shall be construed to grant to the Administrator any law enforcement responsibility or supervisory authority over any other Federal agency.

"ADVISORY BOARD

"SEC. 405. (a) There is hereby established the Advisory Board on Missing Children (hereinafter in this title referred to as the 'Advisory Board') which shall be composed of 9 members as follows:

Establishment.
42 USC 5774.

"(1) a law enforcement officer;

"(2) an individual whose official duty is to prosecute violations of the criminal law of a State;

"(3) the chief executive officer of a unit of local government within a State;

"(4) a statewide elected officer of a State;

"(5) the Director of the Federal Bureau of Investigation or the Director's designee from within the Federal Bureau of Investigation; and

"(6) 4 members of the public who have experience or expertise relating to missing children (including members representing parent groups).

"(b) The Attorney General shall make the initial appointments to the Advisory Board not later than 90 days after the effective date of this title. The Advisory Board shall meet periodically and at the call of the Attorney General, but not less frequently than annually. The Chairman of the Advisory Board shall be designated by the Attorney General.

"(c) The Advisory Board shall—

"(1) advise the Administrator and the Attorney General in coordinating programs and activities relating to missing children which are planned, administered, or assisted by any Federal program;

"(2) advise the Administrator with regard to the establishment of priorities for making grants or contracts under section 406; and Infra.

"(3) approve the annual comprehensive plan for facilitating cooperation and coordination among all agencies and organizations with responsibilities relating to missing children and submit the first such annual plan to the President and the Congress not later than eighteen months after the effective date of this title.

"(d) Members of the Advisory Board, while serving away from their places of residence or regular places of business, shall be entitled to reimbursement for travel expenses, including per diem in lieu of subsistence, in the same manner as is authorized by section 5703 of title 5, United States Code, for persons employed intermittently in the Government service.

"GRANTS

Contracts.
42 USC 5775.

"SEC. 406. (a) The Administrator is authorized to make grants to and enter into contracts with public agencies or nonprofit private organizations, or combinations thereof, for research, demonstration projects, or service programs designed—

"(1) to educate parents, children, and community agencies and organizations in ways to prevent the abduction and sexual exploitation of children;

"(2) to provide information to assist in the locating and return of missing children;

"(3) to aid communities in the collection of materials which would be useful to parents in assisting others in the identification of missing children;

"(4) to increase knowledge of and develop effective treatment pertaining to the psychological consequences, on both parents and children, of—

"(A) the abduction of a child, both during the period of disappearance and after the child is recovered; and

"(B) the sexual exploitation of a missing child;

"(5) to collect detailed data from selected States or localities on the actual investigative practices utilized by law enforcement agencies in missing children's cases; and

"(6) to address the particular needs of missing children by minimizing the negative impact of judicial and law enforcement procedures on children who are victims of abuse or sexual exploitation and by promoting the active participation of children and their families in cases involving abuse or sexual exploitation of children.

"(b) In considering grant applications under this title, the Administrator shall give priority to applicants who—

"(1) have demonstrated or demonstrate ability in—

"(A) locating missing children or locating and reuniting missing children with their legal custodians;

"(B) providing other services to missing children or their families; or

"(C) conducting research relating to missing children; and

"(2) with respect to subparagraphs (A) and (B) of paragraph (1), substantially utilize volunteer assistance.

The Administrator shall give first priority to applicants qualifying under subparagraphs (A) and (B) of paragraph (1).

"(c) In order to receive assistance under this title for a fiscal year, applicants shall give assurance that they will expend, to the greatest extent practicable, for such fiscal year an amount of funds (without regard to any funds received under any Federal law) that is not less than the amount of funds they received in the preceding fiscal year from State, local, and private sources.

"CRITERIA FOR GRANTS

"Sec. 407. The Administrator, in consultation with the Advisory Board, shall establish annual research, demonstration, and service program priorities for making grants and contracts pursuant to section 406 and, not less than 60 days before establishing such priorities, shall publish in the Federal Register for public comment a statement of such proposed priorities.

Federal Register, publication.
42 USC 5776.
Ante, p. 2128.

"AUTHORIZATION OF APPROPRIATIONS

"Sec. 408. To carry out the provisions of this title, there are authorized to be appropriated $10,000,000 for fiscal year 1985, and such sums as may be necessary for fiscal years 1986, 1987, and 1988.".

42 USC 5777.

Subdivision E—Effective Dates

EFFECTIVE DATES

Sec. 670. (a) Except as provided in subsection (b), this division and the amendments made by this division shall take effect on the date of the enactment of this joint resolution or October 1, 1984, whichever occurs later.

42 USC 5601 note.

(b) Paragraph (2) of section 331(c) of the Runaway and Homeless Youth Act, as added by section 657(d) of this division, shall not apply with respect to any grant or payment made before the effective date of this joint resolution.

Ante, p. 2124.

Public Law 101-647
101st Congress

TITLE XXXVII—NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990

42 USC 5779. **SEC. 3701. REPORTING REQUIREMENT.**

(a) IN GENERAL.—Each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 18 reported to such agency to the National Crime Information Center of the Department of Justice.

(b) GUIDELINES.—The Attorney General may establish guidelines for the collection of such reports including procedures for carrying out the purposes of this Act.

(c) ANNUAL SUMMARY.—The Attorney General shall publish an annual statistical summary of the reports received under this title.

SEC. 3702. STATE REQUIREMENTS. 42 USC 5780.

Each State reporting under the provisions of this title shall—

(1) ensure that no law enforcement agency within the State establishes or maintains any policy that requires the observance of any waiting period before accepting a missing child or unidentified person report;

(2) provide that each such report and all necessary and available information, which, with respect to each missing child report, shall include—

(A) the name, date of birth, sex, race, height, weight, and eye and hair color of the child;

(B) the date and location of the last known contact with the child; and

(C) the category under which the child is reported missing;

is entered immediately into the State law enforcement system and the National Crime Information Center computer networks and made available to the Missing Children Information Clearinghouse within the State or other agency designated within the State to receive such reports; and

(3) provide that after receiving reports as provided in paragraph (2), the law enforcement agency that entered the report into the National Crime Information Center shall—

(A) no later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records; Records.

(B) institute or assist with appropriate search and investigative procedures; and

(C) maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases.

Approved November 29, 1990.

The Daily News
October 12, 1982
25¢
The Missing Children Act
Provides Access to FBI's NCIC
President Signs Act into Law
Mulholland

On October 12, 1982, the President of the United States signed into law the Missing Children Act, which requires the Attorney General to "acquire, collect and preserve any information which would assist in the location of any missing person (including children, unemancipated persons as defined by the laws of the place of residence) and provide confirmation as to any entry [into FBI records] for such a person to the parent, legal guardian or next of kin. . . ." In essence, the enactment of the Missing Children Act gives parents, legal guardians, or next of kin access to the information in the FBI National Crime Information Center's (NCIC) Missing Person File.

The Missing Person File has been part of the FBI's National Crime Information Center since October 1, 1975. Law enforcement agencies can enter missing person information into the NCIC computer and query the file to determine whether a person might be missing. The file has four categories of records, one of which is for missing juveniles. For entry into this category, the missing person must be unemancipated as defined by the laws of his or her State of residence. A record entered into this category will be retained in the file until the person is no longer considered a juvenile as defined by the statutes of that person's State.[1] Any law enforcement agency can make inquiries into the Missing Person File and are, in fact, encouraged to do so when they encounter someone who might be missing, e.g., juvenile seen on the street during school hours. An inquiry may be made using only physical descriptors, i.e., approximate age, sex, race, height, weight, eye and hair color, if a child does not know his/her name or date of birth or both.

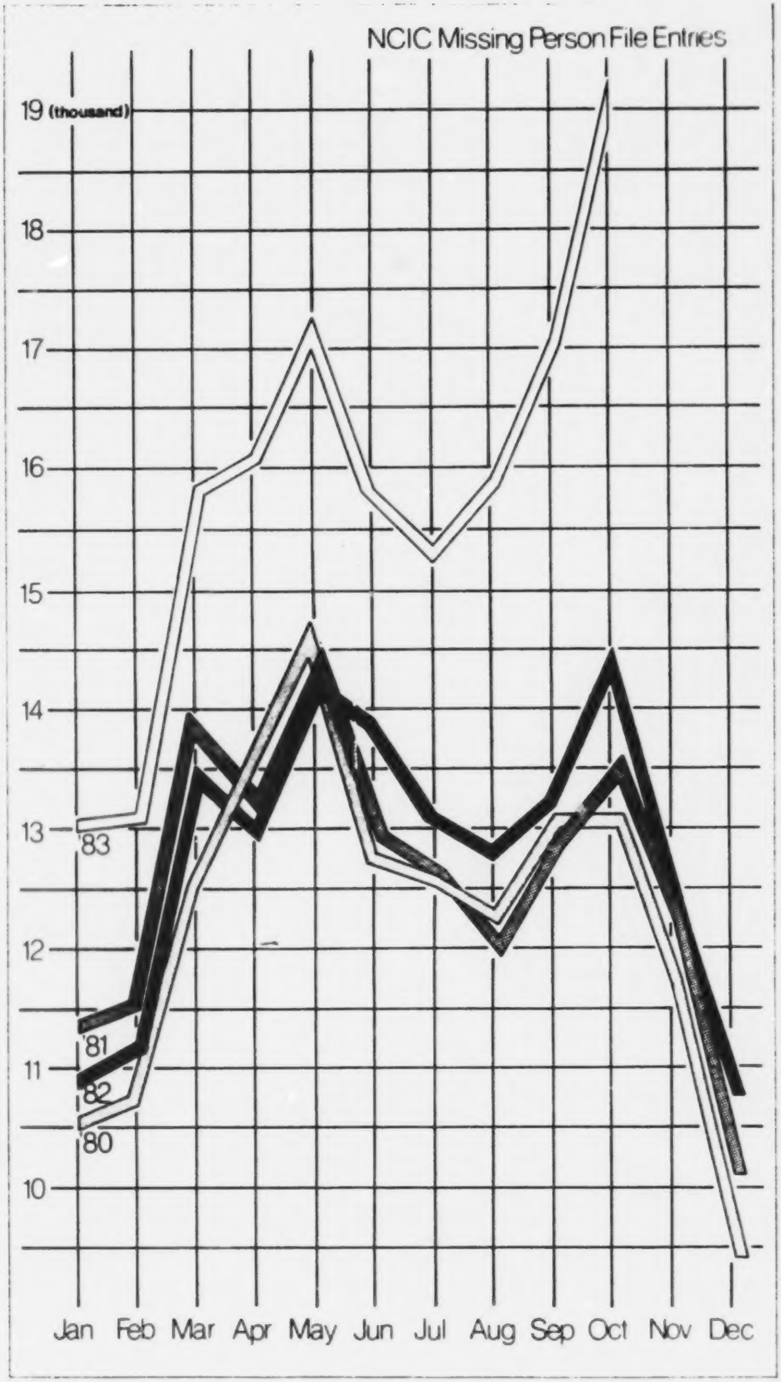
NCIC Missing Person File
HD #6

(Published by the Federal Bureau of Investigation, U. S. Department of Justice)
Reprinted from the FBI Law Enforcement Bulletin, January, 1984.

In response to national concern over the plight of missing children, police departments and civic organizations across the Nation have started fingerprinting children as part of a voluntary program to identify children who may, at some later date, become lost or missing. The FBI recommends that the child's parent or legal guardian retain the card until such time as the child is reported missing.

On March 18, 1983, the FBI initiated a new service as a result of the Missing Children Act. The FBI's Identification Division will now accept from criminal justice agencies fingerprint cards relating to missing children and other missing persons meeting the criteria for entry into the NCIC Missing Person File.

When the fingerprint card of a missing person is received at the FBI, the card is searched against those cards already on file. If the fingerprints submitted match an already existing record, the criminal justice agency submitting the card will be furnished with a copy of that record and all other pertinent information. If a later fingerprint card submission is matched to the missing person's fingerprint card, the contributor of the current submission and the contributor of the missing person's fingerprint card will be promptly notified. As with records in the NCIC Missing Person File, fingerprint cards of missing children are removed from the Identification Division files when the individual reaches the age of emancipation.[2]



1206

Director's Message Continued From Page 1

The Attorney General of the United States recently approved a Terrorist Threat Warning System which would be activated when information is developed that a terrorist threat is imminent in the United States.

Should it become necessary to notify local law enforcement, the terrorist threat would be furnished in either of two formats. If the terrorist threat is credible but general in both timing and target, then a Terrorist Threat Advisory would be issued. If the threat is credible but specific and imminent, then a Terrorist Threat Alert message would be immediately disseminated.

Notification of local police departments of either a Terrorist Threat Advisory or a Terrorist Threat Alert would be sent over the National Law Enforcement Telecommunications System and through your local FBI field office. The FBI Special Agent in Charge of that field office would provide you with any available additional information and would coordinate any response to a terrorist threat with the appropriate law enforcement agencies.

The FBI welcomes any comments and suggestions you may have with respect to this system. We thank you for your continued efforts toward insuring that law enforcement organizations work together to help make our nation a safer place in which to live."

William S. Sessions
Director

ORI USAGE

The NCIC Originating Agency Identifier (ORI) is a code assigned by FBI NCIC to gain access to the criminal history, missing person, stolen property, and wanted person information available from NCIC. The assignment of an ORI is acknowledgement that a particular agency meets the criteria of a "criminal justice agency" as defined by NCIC policy. This assignment does not indicate that NCIC may be used by an agency for any and all purposes connected with the agency's functions. Use of an ORI is restricted for criminal justice purposes or pursuant to a valid request from a designated Security Clearance Information Act (SCIA) agency. It may not be used to obtain direct criminal history information from NCIC for any noncriminal justice function.

NCMEC

Since 1984, the National Center for Missing and Exploited Children (NCMEC), a non-profit organization, has been lending major support to those families searching for their children. NCMEC is the only national organization chartered with the exclusive focus of protecting children from victimization outside the family and to marshal the justice system's response to crimes against children.

NCMEC provides various services such as: a 24-hour hotline, a photo distribution network, law enforcement training, technical assistance to criminal/juvenile justice systems, and legal technical advice. NCMEC serves as a clearinghouse of information on missing and exploited children; provides technical assistance to citizens and law enforcement agencies; offers training programs to law enforcement and social service professionals; distributes photos and descriptions of missing children nationwide; coordinates child protection efforts with the private sector; networks with non-profit organizations and state clearinghouses; and provides information on effective state legislation to ensure the protection of children.

A 24-hour toll-free telephone line is open for those who have information on missing or exploited children: **1-800-843-5678.**

Or you may write:

NCMEC
2101 Wilson Blvd., Suite 550
Arlington, Virginia 22201

The National Center for Missing and Exploited Children

In 1984, the National Center for Missing and Exploited Children was established to address the missing and exploited children issue on a national level. The Center, based in Washington, D.C., is staffed by former law enforcement/criminal justice system and youth services professionals who provide a variety of services to both the public and private sectors. These services include, but are not limited to, the following:

- Providing assistance to individuals, groups, and government agencies in locating missing children.
- Disseminating material on preventive measures.
- Providing the identities of other organizations dedicated to the same cause.
- Offering the law enforcement community investigative techniques and guidelines on helping a child victim through the criminal justice system.
- Providing training and assistance to the criminal justice community in dealing with the exploited/missing children and their families.
- Coordinating the exchange of related information.
- Conducting special programs for parents, schools, groups, and various organizations in prevention of child exploitation and related education.
- Coordinating the distribution of photographs and descriptive data of missing children.
- Publishing a selection of books and brochures.

The Center works closely with numerous other nonprofit organizations dealing with the same issues, but on a local level. One of the services it provides to those agencies is publicity notices of missing person record entries into NCIC.

The Center has also established a national toll-free hotline. The number is 1-800-843-5678. Since it became operational, over 260,000 calls have been received for reports on missing children, leads, sightings, and information requests.

The Center maintains a variety of books and brochures available free of charge. To obtain a copy of any publication, contact the Center. Multiple copy requests are handled on a case-by-case basis.

The publications below are available from the National Center for Missing and Exploited Children, 1835 K Street, Northwest, Suite 700, Washington, DC 20006.

BOOKS

Child Molesters: A Behavioral Analysis
Child Pornography and Prostitution: Background and Legal Analysis
Children Traumatized in Sex Rings
Interviewing Child Victims of Sexual Exploitation
Investigator's Guide to Missing Child Cases
Parental Kidnapping
Selected State Legislation
Youth at Risk

BROCHURES

Child Protection
Child Protection Priorities in State Legislation
For Camp Counselors
Informational Brochure
"Just in Case..." Series
...You Are Considering Family Separation
...You Are Dealing with Grief Following the Loss of a Child
...You Need a Babysitter
...Your Child is a Runaway
...Your Child is Missing
...Your Child is the Victim of Sexual Abuse or Exploitation
...Guidelines on Using the Federal Parent Locator Service in Cases of Parental Kidnapping and Child Custody.

U.S. Department of Justice
Federal Bureau of Investigation

National Crime Information Center (NCIC)

Missing Person File

Data Collection Entry Guide

Agency Case Number

____

For Official Use Only

MPF-HD #9

8-284 (12-11-87)

MISSING PERSON REPORT
FOR NCIC RECORD ENTRY

Date

Message Key (See definitions on page 1) (MKE)
☐ Disability (EMD) ☐ Juvenile (EMJ)
☐ Endangered (EME) ☐ Victim (EMV)
☐ Involuntary (EMI) ☐ Caution

Reporting Agency (ORI)

Name of Missing Person (NAM)

Sex (SEX)
☐ Male (M)
☐ Female (F)

Race (RAC)
☐ Asian or Pacific Islander (A) ☐ Unknown (U)
☐ Black (B) ☐ White (W)
☐ American Indian/Alaskan Native (I)

Place of Birth (POB)

Date of Birth (DOB)

Date of Emancipation (DOE)

Height (HGT)

Weight (WGT)

Eye Color (EYE)
☐ Black (BLK) ☐ Hazel (HAZ)
☐ Blue (BLU) ☐ Maroon (MAR)
☐ Brown (BRO) ☐ Multicolored (MUL)
☐ Gray (GRY) ☐ Pink (PNK)
☐ Green (GRN) ☐ Unknown (XXX)

Hair Color (HAI)
☐ Black (BLK) ☐ Brown (BRO)
☐ Blonde/Strawberry (BLN) ☐ Gray/Partially Gray (GRY)
☐ Red/Auburn (RED) ☐ White (WHI)
☐ Sandy (SDY) ☐ Unknown (XXX)

FBI Number (FBI)

Skin Tone (SKN)
☐ Albino (ALB) ☐ Fair (FAR) ☐ Olive (OLV)
☐ Black (BLK) ☐ Light (LGT) ☐ Ruddy (RUD)
☐ Dark (DRK) ☐ Lt Brown (LBR) ☐ Sallow (SAL)
☐ Dk Brown (DBR) ☐ Medium (MED) ☐ Yellow (YEL)
☐ Med Brown (MBR)

Scars, marks, tattoos, and other characteristics (SMT)
(See check list)

Fingerprint Classification* (FPC)

Other Identifying Numbers (MNU)

Social Security Number (SOC)

Operator's License Number (OLN)

Operator's License State (OLS)

Operator's License Year of Expiration (OLY)

Missing Person (MNP)
☐ Missing Person (MP)
☐ Catastrophe Victim (DV)

Date of Last Contact (DLC)

Originating Agency Case Number (OCA)

Miscellaneous (MIS)
Include build, handedness, any illness or diseases, clothing description, hair description, etc.

Miscellaneous Information

Below is a list of clothing and personal effects. Please indicate those items the missing person was last seen wearing. Include style, type, size, color, condition, labels, or laundry markings. (MIS)

Item	Style/Type	Size	Color	Markings	Item	Style/Type	Size	Color	Markings
Head Gear					Shoes/Boots/Sneakers				
Scarf/Tie/Gloves					Underwear				
Coat/Jacket/Vest					Bra/Girdle/Slip				
Sweater					Stockings/Pantyhose				
Shirt/Blouse					Wallet/Purse				
Pants/Skirt					Money				
Belts/Suspenders					Glasses				
Socks					Other				

LICENSE PLATE AND VEHICLE INFORMATION

License Plate Number (LIC)

State (LIS)

Year Expires (LIY)

License Plate Type (LIT)

Vehicle Identification Number (VIN)

Year (VYR)

Make (VMA)

Model (VMO)

Style (VST)

Color (VCO)

Does the missing person have corrected vision? (SMT)
☐ Yes ☐ No
☐ Glasses ☐ Con Lenses

Has missing person ever donated blood?
☐ No ☐ Yes Where?

Has the missing person ever been fingerprinted? ☐ No ☐ Yes If so by whom?

Blood Type (BLT)
☐ A Positive (APOS) ☐ B Postive (BPOS) ☐ AB Positive (ABPOS) ☐ O Postive (OPOS)
☐ A Negative (ANEG) ☐ B Negative (BNEG) ☐ AB Negative (ABNEG) ☐ O Negative (ONEG)
☐ A Unknown (AUNK) ☐ B Unknown (BUNK) ☐ AB Unknown (ABUNK) ☐ O Unknown (OUNK)

Circumcision (CRC)
☐ Was (C) ☐ Unknown (U)
☐ Was not (N)

Footprints Available (FPA)
☐ Yes (Y)
☐ No (N)

Body X-Rays (BXR)
☐ Full (F) ☐ None (N)
☐ Partial (P)

Corrective Vision Prescription (VRX)

Jewelry Type (See check list) (JWT)

Jewelry Description (JWL)

Aliases

Reporting Agency Telephone Number

Reporting Officer

Complainant's Name

Complainant's Address

Complainant's Telephone Number

Relationship of Complainant to Missing Person

Missing Person's Address

Missing Person's Occupation (MIS)

NCIC Number (NIC)

Places missing person frequented (MIS)

Close friends/relatives

Possible destination (MIS)

Investigating Officer and Telephone Number (MIS)

Complainant's Signature

Date

* Submit fingerprints to the FBI Identification Division, 10th and Pennsylvania Ave., Washington, D.C. 20537

Missing Person Packet

Initial Report - To be completed by reporting officer and entered into NCIC immediately.

*Personal Descriptors - To be completed by parent/legal guardian/next of kin and returned to the police agency that completed the initial report.

*Jewelry Description - To be completed by parent/legal guardian/next of kin and returned to the police agency that completed the initial report.

*Medical Forms - (Parents complete name of missing person, date of birth, and authorization to release records on Medical Information, Optic Information, and Dental History Information forms.) These forms are to be completed by missing person's physician, dentist, and optician and returned by parent/legal guardian/next of kin to the police agency that completed the initial report.

*When the forms have been completed, the parent/legal guardian/next of kin should return them to the reporting officer/agency to be added to the missing person record on file in NCIC.

Criteria For Entry Into the Missing Person File

1. Disability - A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

2. Endangered - A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.

3. Involuntary - A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnaping.

4. Juvenile - A person of any age who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet the entry criteria set forth in 1, 2, 3, or 5.

5. Catastrophe Victim - A person of any age who is missing after a disaster.

Missing Person's Name Date of Birth

Investigating Agency Agency Case Number

Investigating Officer's Name

PERSONAL DESCRIPTORS

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS

Following is a list of personal descriptors. Please read carefully and place a check mark in the corresponding circle(s) for the descriptor(s) that most closely describes the physical characteristics of the missing person.

Artificial Body Parts and Aids

○ Arm, left, artificial (ART L ARM)
○ Arm, right, artificial (ART R ARM)

○ Brace, left arm (BRAC L ARM)
○ Brace, right arm (BRAC R ARM)
○ Brace, back (BRACE BACK)

○ Brace, left leg (BRAC L LEG)
○ Brace, right leg (BRAC R LEG)
○ Brace, neck (BRACE NECK)
○ Brace, teeth (BRAC TEETH)

○ Contact Lenses (CON LENSES)

○ Denture, lower only (DENT LOW)
○ Denture, upper only (DENT UP)
○ Denture, upper and lower (DENT UP LO)

○ Ear, left, artificial (ART L EAR)
○ Ear, right, artificial (ART R EAR)

○ Eye, left, artificial (ART L EYE)
○ Eye, right, artificial (ART R EYE)

○ Foot, left, artificial (ART L FT)
○ Foot, right, artificial (ART R FT)

○ Glasses (prescription) (GLASSES)

○ Hand, left, artificial (ART L HND)
○ Hand, right, artificial (ART R HND)

○ Hearing aid (HEAR AID)

○ Leg, left, artificial (ART L LEG)
○ Leg, right, artificial (ART R LEG)

Eye Disorders

○ Blind, one eye (nonspecific) (BLIND EYE)
○ Blind, left eye (BLIND L EYE)
○ Blind, right eye (BLIND R EYE)
○ Blind, left and right eyes (BLIND)

○ Cataract (nonspecific) (CATARACT)
○ Cataract, left eye (CATA L EYE)
○ Cataract, right eye (CATA R EYE)
○ Cross-eyed (CROSSEYED)

Deafness

○ Deaf, one ear (nonspecific) (DEAF EAR)
○ Deaf, left ear (DEAF L EAR)
○ Deaf, right ear (DEAF R EAR)

○ Deaf, left and right ears (DEAF)
○ Deaf-mute (DEAF MUTE)

Agency Case # ________________

Deformities

o Cauliflower ear, left (CAUL L EAR)
o Cauliflower ear, right (CAUL R EAR)

o Cleft palate (CLEFT PAL)

o Crippled arm, left (CRIP L ARM)
o Crippled arm, right (CRIP R ARM)

o Crippled finger(s), left hand* (CRIP L FGR)
o Crippled finger(s), right hand* (CRIP R FGR)

o Crippled foot, left** (CRIP L FT)
o Crippled foot, right** (CRIP R FT)

o Crippled hand, left (CRIP L HND)
o Crippled hand, right (CRIP R HND)

o Crippled leg, left (CRIP L LEG)
o Crippled leg, right (CRIP R LEG)

o Crippled toe(s), left (CRIP L TOE)***
o Crippled toe(s), right (CRIP R TOE)***

o Deviated Septum (DEV SEPTUM)

o Extra breast (nonspecific) (EXTR BRST)
o Extra breast, center (EXTR CBRST)
o Extra breast, left (EXTR LBRST)
o Extra breast, right (EXTR RBRST)

o Extra finger(s), left hand (EXTR L FGR)
o Extra finger(s), right hand (EXTR R FGR)

o Extra nipple (nonspecific) (EXTR NIP)
o Extra nipple, center (EXTR C NIP)
o Extra nipple, left (EXTR L NIP)
o Extra nipple, right (EXTR R NIP)

o Extra toe(s), left foot (EXTR L TOE)
o Extra toe(s), right foot (EXTR R TOE)

o Harelip (HARELIP)

o Humpbacked (HUMPBACKED)

o Mute**** (MUTE)

o Protruding lower jaw (PROT L JAW)
o Protruding upper jaw (PROT U JAW)

o Shorter left leg (SHRT L LEG)
o Shorter right leg (SHRT R LEG)

Fractured Bones

o Ankle, (nonspecific) (FRC ANKL)
o Ankle, left (FRC L ANKL)
o Ankle, right (FRC R ANKL)

o Arm (nonspecific) (FRC ARM)
o Arm, left, forearm (FRC LL ARM)
o Arm, right, forearm (FRC LR ARM)
o Arm, left, upper (FRC UL ARM)
o Arm, right, upper (FRC UR ARM)

o Back (FRC BACK)

o Clavicle (nonspecific) (FRC CLAVIC)
o Clavicle, left (FRC LCLAVI)
o Clavicle, right (FRC RCLAVI)

o Fingers (nonspecific) (FRC FGR)
o Finger(s), left hand (FRC L FGR)
o Finger(s), right hand (FRC R FGR)

---

*Includes webbed fingers.
**Includes clubfoot.
***Includes webbed toes.
****To be used if person is mute but not deaf.

Fractured Bones (Cont.)

o Foot (nonspecific) (FRC FOOT)
o Foot, left (FRC L FOOT)
o Foot, right (FRC R FOOT)

o Hand (nonspecific) (FRC HAND)
o Hand, left (FRC L HAND)
o Hand, right (FRC R HAND)

o Jaw (nonspecific) (FRC JAW)
o Jaw, upper left (FRC UL JAW)
o Jaw, upper right (FRC UR JAW)
o Jaw, lower left (FRC LL JAW)
o Jaw, lower right (FRC LR JAW)

o Knee (nonspecific) (FRC KNEE)
o Knee, left (FRC L KNEE)
o Knee, right (FRC R KNEE)

o Leg, (nonspecific) (FRC LEG)
o Leg, lower (FRC LL LEG)
o Leg, right, lower (FRC LR LEG)
o Leg, left, thigh (FRC UL LEG)
o Leg right, thigh (FRC UR LEG)

o Neck (FRC NECK)

o Nose (FRC NOSE)

o Pelvis (nonspecific) (FRC PELVIS)
o Pelvic bone, left (FRC LPELVI)
o Pelvic bone, right (FRC RPELVI)

o Rib(s) (nonspecific) (FRC RIBS)
o Rib(s), left (FRC L RIB)
o Rib(s), right (FRC R RIB)

o Shoulder, (nonspecific) (FRC SHLD)
o Shoulder, left (FRC L SHLD)
o Shoulder, right (FRC R SHLD)

o Skull (FRC SKULL)

o Spine (FRC SPINE)

o Sternum (FRC STERN)

o Toes (nonspecific) (FRC TOE)
o Toes(s), left foot (FRC L TOE)
o Toes(s), right foot (FRC R TOE)

o Wrist, (nonspecific) (FRC WRIST)
o Wrist, left (FRC L WRST)
o Wrist, right (FRC R WRST)

Medical Devices

o Artificial elbow joint (ART ELBOW)

o Artificial hip joint (ART HIP)

o Artificial knee joint (ART KNEE)

o Artificial larynx (ART LARYNX)

o Artificial shoulder joint (ART SHLD)

o Cardiac pacemaker (CARD PACEM)

o Colostomy appliances (COLOST APP)

o Intramedullary rod (INTRA ROD)

o Intrauterine device (IUD)

o Orthopedic nail or pin (ORTH NAIL)

o Orthopedic plate (ORTH PLATE)

o Orthopedic screw (ORTH SCREW)

o Shunt, arterial vascular (SHUNT ART)

o Shunt, cerebral ventricle (SHUNT CERB)

o Skull plate (SKL PLATE)

o Staples (STAPLES)

Agency Case # ________________

Medical Devices (Cont.)

○ Tubes in ears, left and right (EAR TUBES)
○ Tube in left ear (TUBE L EAR)
○ Tube in right ear (TUBE R EAR)

○ Vascular prosthesis (VASC PROTH)

○ Wire sutures (WIRE SUTUR)

Missing Body Parts/Organs

○ Adenoids (MISS ADND)

○ Appendix (MISS APPNX)

○ Arm, left (MISS L ARM)
○ Arm, right (MISS R ARM)
○ Arm, lower left (MISS LLARM)
○ Arm, lower right (MISS LRARM)

○ Breasts (MISS BRSTS)
○ Breast, left (MISS LBRST)
○ Breast, right (MISS RBRST)

○ Ear, left (MISS L EAR)
○ Ear, right (MISS R EAR)

○ Eye, left (MISS L EYE)
○ Eye, right (MISS R EYE)

○ Finger(s), left hand (MISS L FGR)
○ Finger(s), right hand (MISS R FGR)

○ Finger joint(s), left hand (MISS L FJT)
○ Finger joint(s), right hand (MISS R FJT)

○ Foot, left (MISS L FT)
○ Foot, right (MISS R FT)

○ Gallbladder (MISS GALL)

○ Hand, left (MISS L HND)
○ Hand, right (MISS R HND)

○ Intestines (MISS INTES)

○ Kidney, left (MISS L KID)
○ Kidney, right (MISS R KID)

○ Larynx (MISS LRYNX)

○ Leg, left (MISS L LEG)
○ Leg, right (MISS R LEG)
○ Leg, lower left (MISS LLLEG)
○ Leg, lower right (MISS LRLEG)

○ Lung, left (MISS LLUNG)
○ Lung, right (MISS RLUNG)

○ Nose (MISS NOSE)

○ Ovaries (MISS OVARS)
○ Ovary, left (MISS LOVAR)
○ Ovary, right (MISS ROVAR)

○ Pancreas (MISS PANCR)

○ Prostate gland (MISS PROST)

○ Spleen (MISS SPLEN)

○ Stomach (MISS STOMA)

○ Testis, left (MISS L TES)
○ Testis, right (MISS R TES)

○ Thyroid (MISS THYRD)

○ Toe(s), left foot (MISS L TOE)
○ Toe(s), right foot (MISS R TOE)

○ Tongue (MISS TONG)

○ Tonsils (MISS TONSL)

○ Uterus (MISS UTRUS)

Agency Case # ________________

Moles

○ Arm, left (MOLE L ARM)
○ Arm, right (MOLE R ARM)

○ Breast (nonspecific) (MOLE BRST)
○ Breast, left (MOLE LBRST)
○ Breast, right (MOLE RBRST)

○ Buttocks, (nonspecific) (MOLE BUTTK)
○ Buttock, left (MOLE L BUT)
○ Buttock, right (MOLE R BUT)

○ Cheek (face), left (MOLE L CHK)
○ Cheek (face), right (MOLE R CHK)

○ Chin (MOLE CHIN)

○ Ear, left (MOLE L EAR)
○ Ear, right (MOLE R EAR)

○ Eyebrow, left eye area (MOLE L EYE)
○ Eyebrow, right eye area (MOLE R EYE)

○ Finger(s), left hand (MOLE L FGR)
○ Finger(s), right hand (MOLE R FGR)

○ Forehead (MOLE FHD)

○ Hand, left (MOLE L HND)
○ Hand, right (MOLE R HND)

○ Lip, lower (MOLE L LIP)
○ Lip, upper (MOLE U LIP

○ Neck (MOLE NECK)

○ Nose (MOLE NOSE)

○ Wrist, left (MOLE L WRS)
○ Wrist, right (MOLE R WRS)

Needle ("Track") Marks

○ Arm, left (NM L ARM)
○ Arm, right (NM R ARM)

○ Buttock, left (NM L BUTTK)
○ Buttock, right (NM R BUTTK)

○ Finger(s), left hand (NM L FGR)
○ Finger(s), right hand (NM R FGR)

○ Foot, left (NM L FOOT)
○ Foot, right (NM R FOOT)

○ Hand, left (NM L HND)
○ Hand, right (NM R HND)

○ Leg, left (NM L LEG)
○ Leg, right (NM R LEG)

○ Thigh, left (NM L THIGH)
○ Thigh, right (NM R THIGH)

○ Wrist, left (NM L WRIST)
○ Wrist, right (NM R WRIST)

Other Physical Characteristics

○ Bald/Balding (BALD)

○ Cleft chin (CLEFT CHIN)

○ Dimples, left cheek (face) (DIMP L CHK)
○ Dimples, right cheek (face) (DIMP R CHK)

○ Freckles (FRECKLES)

○ Hair Implants (HAIR IMPL)

○ Pierced ears (PRCD EARS)
○ Pierced left ear (PRCD L EAR)
○ Pierced right ear (PRCD R EAR)
○ Pierced ear (one, nonspecific) (PRCD EAR)

○ Pierced nose (PRCD NOSE)

Agency Case # ________________

Scars

- Abdomen (SC ABDOM)

- Ankle (nonspecific) (SC ANKL)
- Ankle, left (SC L ANKL)
- Ankle, right (SC R ANKL)

- Arm (nonspecific) (SC ARM)
- Arm, left (nonspecific) (SC L ARM)
- Arm, right (nonspecific) (SC R ARM)
- Arm, left upper (SC UL ARM)
- Arm, right upper (SC UR ARM)

- Back (SC BACK)

- Breast, (nonspecific) (SC BREAST)
- Breast, left (SC L BRST)
- Breast, right (SC R BRST)

- Buttocks, (nonspecific) (SC BUTTK)
- Buttock, left (SC L BUTTK)
- Buttock, right (SC R BUTTK)

- Calf (nonspecific) (SC CALF)
- Calf, left (SC L CALF)
- Calf, right (SC R CALF)

- Cheek (nonspecific) (SC CHK)
- Cheek (face), left (SC L CHK)
- Cheek (face), right (SC R CHK)

- Chest (SC CHEST)

- Chin (SC CHIN)

- Ear, (nonspecific) (SC EAR)
- Ear, left (SC L EAR)
- Ear, right (SC R EAR)

- Elbow, (nonspecific) (SC ELBOW)
- Elbow, left (SC L ELBOW)
- Elbow, right (SC R ELBOW)

- Eyebrow, (nonspecific) (SC EYE)
- Eyebrow, left/left eye area (SC L EYE)
- Eyebrow, right/right eye area (SC R EYE)

- Face (nonspecific) (SC FACE) (Be more specific regarding location if possible.)

- Finger (nonspecific) (SC FGR)
- Finger(s), left hand (SC L FGR)
- Finger(s), right hand (SC R FGR)

- Foot (nonspecific) (SC FOOT)
- Foot, left (SC L FT)
- Foot, right (SC R FT)

- Forearm (nonspecific) (SC F ARM)
- Forearm, left (SC LF ARM)
- Forearm, right (SC RF ARM)

- Forehead (SC FHD)

- Hand (nonspecific) (SC HAND)
- Hand, left (SC L HND)
- Hand, right (SC R HND)

- Head (nonspecific) (SC HEAD) (Be more specific regarding location if possible.)

- Knee, (nonspecific) (SC KNEE)
- Knee, left (SC L KNEE)
- Knee, right (SC R KNEE)

- Leg, (nonspecific) (SC LEG)
- Leg, left (nonspecific) (SC L LEG)
- Leg, right (nonspecific) (SC R LEG) (Be more specific regarding location if possible.)

- Lip (nonspecific) (SC LIP)
- Lip, lower (SC LOW LIP)
- Lip, upper (SC UP LIP)

- Neck (SC NECK)

- Nose (SC NOSE)

- Pockmarks (POCKMARKS)

- Shoulder, left (SC L SHLD)
- Shoulder, right (SC R SHLD)
- Shoulder (nonspecific) (SC SHLD)

- Thigh (nonspecific) (SC THGH)
- Thigh, left (SC L THGH)
- Thigh, right (SC R THGH)

- Wrist (nonspecific) (SC WRIST)
- Wrist, left (SC L WRIST)
- Wrist, right (SC R WRIST)

Agency Case # ________________

Skin Discolorations (including birthmarks)

- Abdomen (DISC ABDOM)

- Ankle, left (DISC L ANK)
- Ankle, right (DISC R ANK)

- Arm, left (DISC L ARM)
- Arm, right (DISC R ARM)

- Back (DISC BACK)

- Buttocks, (nonspecific) (DISC BUTTK)
- Buttock, left (DISC L BUT)
- Buttock, right (DISC R BUT)

- Cheek (face), left (DISC L CHK)
- Cheek (face), right (DISC R CHK)

- Chest (DISC CHEST)

- Chin (DISC CHIN)

- Ear, left (DISC L EAR)
- Ear, right (DISC R EAR)

- Eyebrow, left eye area (DISC L EYE)
- Eyebrow, right eye area (DISC R EYE)

- Finger(s), left hand (DISC L FGR)
- Finger(s), right hand (DISC R FGR)

- Foot, left (DISC L FT)
- Foot, right (DISC R FT)

- Forehead (DISC FHD)

- Hand, left (DISC L HND)
- Hand, right (DISC R HND)

- Knee, left (DISC LKNEE)
- Knee, right (DISC RKNEE)

- Leg, left (DISC L LEG)
- Leg, right (DISC R LEG)

- Lip, lower (DISC L LIP)
- Lip, upper (DISC U LIP)

- Neck (DISC NECK)

- Nose (DISC NOSE)

- Shoulder, left (DISC LSHLD)
- Shoulder, right (DISC RSHLD)

- Wrist, left (DISC L WRS)
- Wrist, right (DISC R WRS)

Tattoos

- Abdomen (TAT ABDOM)

- Ankle, left (TAT L ANKL)
- Ankle, right (TAT R ANKL)

- Arm, left (nonspecific) (TAT L ARM)
- Arm, right (nonspecific) (TAT R ARM)
  (Be more specific regarding location if possible.)
- Arm, left upper (TAT UL ARM)
- Arm, right upper (TAT UR ARM)

- Back (TAT BACK)

- Breast, (TAT BREAST)
- Breast, left (TAT L BRST)
- Breast, right (TAT R BRST)

- Buttocks (TAT BUTTK)
- Buttock, left (TAT L BUTK)
- Buttock, right (TAT R BUTK)

- Calf, left (TAT L CALF)
- Calf, right (TAT R CALF)

- Cheek (face), left (TAT L CHK)
- Cheek (face), right (TAT R CHK)

- Chest (TAT CHEST)

(Tattoos)(Cont.)

- Chin (TAT CHIN)

- Ear, left (TAT L EAR)
- Ear, right (TAT R EAR)

- Face (nonspecific) (TAT FACE) (Be more specific regarding location if possible.)

- Finger(s), left hand (TAT L FGR)
- Finger(s), right hand (TAT R FGR)

- Forearm, left (TAT LF ARM)
- Forearm, right (TAT RF ARM)

- Forehead (TAT FHD)

- Groin area (TAT GROIN)

- Hand, left (TAT L HND)
- Hand, right (TAT R HND)

- Head (nonspecific) (TAT HEAD) (Be more specific regarding location if possible.)

- Knee, left (TAT L KNEE)
- Knee, right (TAT R KNEE)

- Leg, left (nonspecific) (TAT L LEG)
- Leg, right (nonspecific) (TAT R LEG) (Be more specific regarding location if possible.)

- Neck (TAT NECK)

- Nose (TAT NOSE)

- Shoulder, left (TAT L SHLD)
- Shoulder, right (TAT R SHLD)

- Thigh, left (TAT L THGH)
- Thigh, right (TAT R SHLD)

- Wrist, left (TAT L WRS)
- Wrist, right (TAT R WRS)

Agency Case # ________________

Medical Conditions and Diseases

o Heart or circulatory diseases including: high blood pressure, heart failure, heart attack, hardening of the arteries, and circulation problems.	(MC HEART)
o Liver disease including: alcoholism, cirrhosis, and hepatitis	(MC LIVER)
o Nervous conditions including: seizures, stroke, senility, and mental retardation.	(MC NERVOUS)
o Behavior disorders including: depression, suicidal tendencies (past and present), schizophrenia.	(MC BEHAVIO)
o Drug abuse	(MC DRUGAB)
o Pregnancy, past and present	(MC PREGNAN)
o Cancer	(MC CANCER)
o Allergies including asthma	(MC ALLERGY)
o Other medical disorders/ conditions not listed above, identify here ______________ ______________________________ (Terminal Operator: List above in the MIS Field.)	(MC OTHER)

Drugs of Abuse

o Alcohol	(DA ALCOHOL)	o Marijuana	(DA MARIJUA)
o Amphetamines (Including stimulants, speed, etc.)	(DA AMPHETA)	o Narcotics Including Heroin, Morphine, Dilaudid, Methadone, etc.	(DA NARCOTI)
o Barbiturates	(DA BARBITU)	o Other drugs of abuse not listed above, identify here __________________ ______________________ (Terminal Operator: List above in MIS Field.)	(DA OTHER)
o Cocaine	(DA COCAINE)		
o Hallucinogens	(DA HALLUCI)		

Agency Case # ________________

Therapeutic Drugs

Anticonvulsants (seizure medicines) including: Dilantin, Mysoline, Phenobarbital, etc.	(TD ACONVUL)
Hypnotics (sleeping aides) including: Barbiturates, Chloral Hydrate, Glutethemide, etc.	(TD HYPNOTI)
Tranquilizers including: Valium, Thorazine, Stellazine, etc.	(TD TRANQUI)
Antidepressants (mood-lifters) including: Elavil, Triavil, Norpramine, Amitriptylene, Nortriptylene, etc.	(TD ADEPRES)
Analgesics (pain relievers) including: Darvon, Acetominophen, Aspirin, etc.	(TD ANALGES)
Cardiac (heart) medications including: Digitalis, Digoxin, etc.	(TD CARDIAC)
Other Therapeutic medications not listed above, identify here ________________________________	(TD OTHER)

____

(Terminal Operator: List above in the MIS Field.)

Missing Person´s Name	Date of Birth
Investigating Agency	Agency Case Number
Investigating Officer´s Name	

****

Jewelry Type (JWT)

Instructions: Parent/guardian/next of kin: Review the following list. If the missing person had any of the following personal accessories in his/her possession, check and describe the appropriate item(s)

Jewelry Type	Description
○ Ankle bracelet (AB)	
○ Belt buckle (BB)	
○ Brooch or pin (BP)	
○ Cigarette lighter, holders, or case (CL)	
○ Comb (hair combs, barettes, mustache combs, picks) (CO)	
○ Cuff links (CU)	
○ Earrings (ER)	
○ Key chain (KC)	

Agency Case #__________

Jewelry Type (JWT) (Cont.)

- Money clip (MC) ____________________
____
- Necklace (NE) ____________________
____
- Pocket knife (PK) ____________________
____
- Pocket watch chain, fob, or vest chain (PC) ____________________
____
- Ring (RI) ____________________
____
- Tie chain, clasp, or tack (TC) ____________________
____
- Wallet or purse having monogram or other unique identifiable characteristics (WP) ____________________
____
- Watch (WA) ____________________
____
- Wrist bracelets (WB) ____________________
____

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MEDICAL INFORMATION

Missing Person's Name
Date of Birth

Investigating Agency's Name
Agency Case Number

Investigating Officer's Name

****

After completing this page, turn to the body diagram page and chart any information that would aid in the identification of the missing person. For example, artificial body parts, eye disorders, deafness, deformities, fractured bones, medical devices, missing body parts, moles, needle marks, other physical characteristics, scars, skin discolorations, and tattoos.

Are body X-rays available? Yes _____ No _____ If yes, where ________________
Please obtain X-rays and release them to the parent, legal guardian, or next of kin

Name of Medical Doctor

Blood Type (including RH Factor if known)

Street Address

City, State, and ZIP

Telephone Number

AUTHORIZATION TO RELEASE MEDICAL RECORDS

I am the parent/legal guardian/next of kin of the above-named missing person and I hereby authorize the release of medical records to assist criminal justice agencies in locating the missing person.

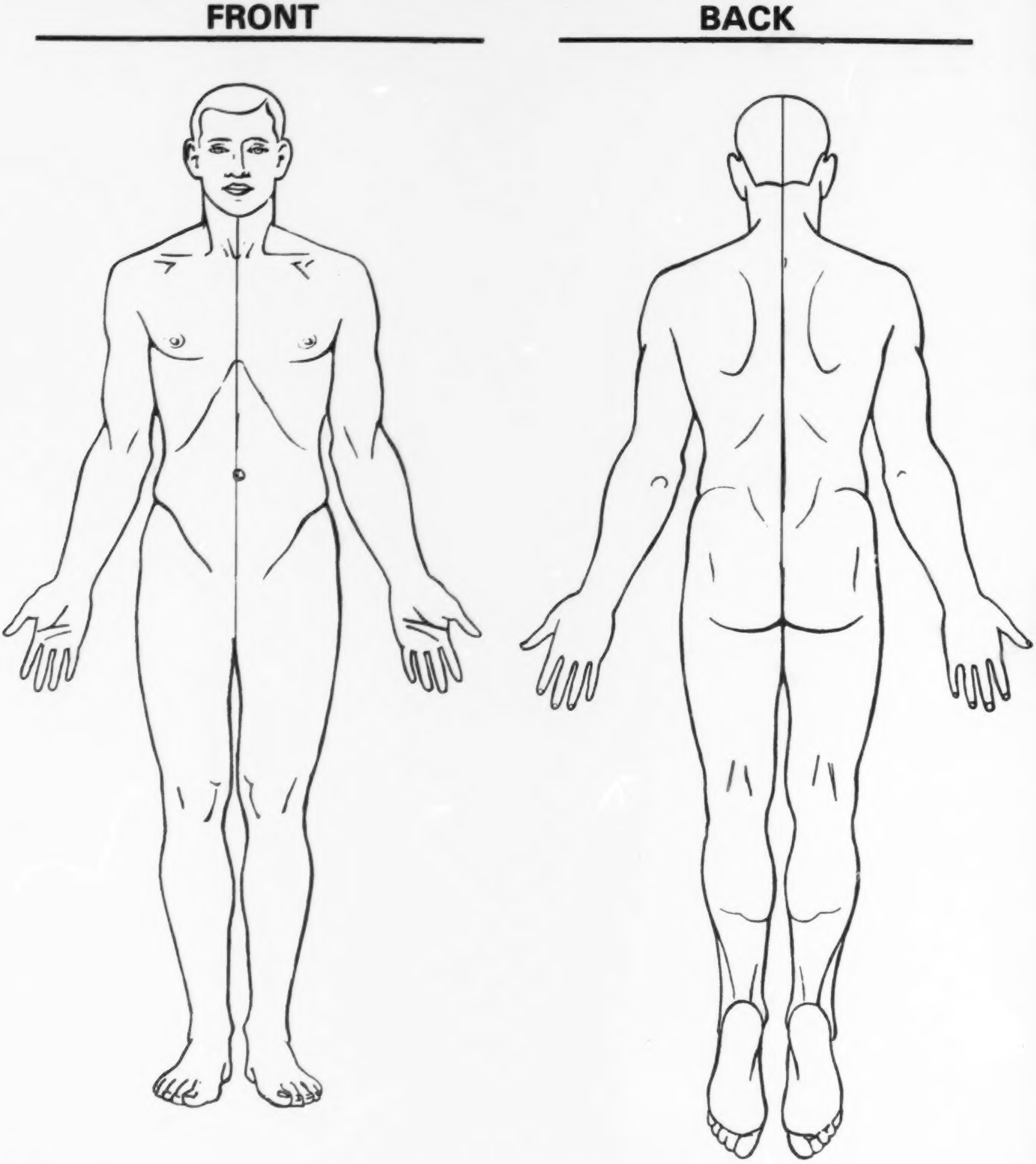
Signature of Parent/Legal Guardian/ Next of Kin
Date

Street Address
Relationship

City, State, and ZIP

Telephone Number

To aid in the identification of the individual, if applicable, please mark the approximate location of any personal descriptors, i.e., scars, broken bones, moles, etc. Use the comments area to more fully describe any tattoos, scars, etc.



Comments: ______________________________

____

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____

OPTIC INFORMATION

Missing Person´s Name	Date of Birth
Investigating Agency´s Name	Agency Case Number
Investigating Officer´s Name	

****

Glasses or Contact Lenses: Yes _____ No _____

Type of Frames ____________________________

Prescription:
Right eye ____________________________
Left eye ____________________________

Name of Optician, Optometrist, or Ophthalmologist

Street Address

City, State, and ZIP

Telephone Number

If contact lenses, which type: (Circle one)
Soft Hard Semi
Extended Wear

Comments: (Any diseases, scars, etc., that will aid in the identification of the missing person)

____

____

____

AUTHORIZATION TO RELEASE MEDICAL RECORDS

I am the parent/legal guardian/next of kin of the above-named missing person and I hereby authorize the release of medical records to assist criminal justice agencies in locating the missing person.

Signature of Parent/Legal Guardian/Next of Kin

Date

Relationship

Street Address

City, State, and ZIP

Telephone Number

DENTAL HISTORY INFORMATION

Missing Person's Name Date of Birth

Investigating Agency's Name Agency Case Number

Investigating Officer's Name

****

The information requested on these forms will be used to assist in the identification process. Your cooperation in completing these forms is appreciated.

AUTHORIZATION TO RELEASE DENTAL RECORDS

I am the parent/legal guardian/next of kin of the above-named missing person and I hereby authorize the release of medical records to assist criminal justice agencies in locating the missing person.

Signature of Parent/Legal Guardian/Next of Kin

Date

Relationship

Street Address

City, State, and ZIP

Telephone Number

Agency Case # _______________

Dear Doctor:

Since it is believed that you have treated the patient named on the preceding page, your assistance is requested. Your careful attention to the enclosed dental report may aid in the eventual identification of your patient who has been reported missing.

The dental report is extremely comprehensive and yet simple to use once you understand the instructions. It has been designed so that dental data can be entered into a national computer, the National Crime Information Center (NCIC), for comparison with the dental data of unidentified individuals.

Certain simplifications have been made in terminology. The report is not intended to be a clinical profile or to provide a clinical diagnosis; but, rather it is a "pointer system" for matching distinguishing features. If there are no distinguishing features for a tooth, the tooth is not coded on the report. All tooth numbers in the coding report rules refer to the Universal System. Dentists employing other systems may do so because the report will automatically accept such systems.

General Procedures for Coding the Report

Consult your models, radiographs, and records and:

1. Report the status of each tooth in the Status Column (boxes 001 through 032) using the Status Column Codes and Coding Rules.

   Note: Please prepare a partial report if you do not have all teeth charted in your records.

2. Report all existing restorations (by surface) in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Column Codes and Coding Rules.

3. Report all caries by surface in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Code nine as explained in Code and Material Description.

4. Report all fixed prosthetic appliances in the Restoration/Caries Columns (boxes 033 through 192) using Restoration/Caries Column Codes and Coding Rules.

5. Report all removable appliances in the Removable Appliances Column (boxes 193 through 224) using the Removable Appliances Column Codes and Coding Rules. Note that abutment teeth retaining partial dentures and the type of attachments are also reported in the Removable Appliances Column.

6. Report any unusual/unique features in the Other Characteristics Column (boxes 225 through 256) using the other Characteristics Column Codes and coding rules.

Completion of the dental report should not take more than a few minutes under most circumstances. Thank you for you careful completion of this report form. Please be sure to retain all dental records on the missing person for future comparison purposes. If you desire, release them to parent(s) and/or investigating agency. The family and friends of your patient are extremely grateful.

If you have any questions regarding the reporting of a condition, please contact the FBI NCIC Editorial/Research Staff at telephone number 202/324-5049.

MISSING PERSON DENTAL REPORT

TODAY'S DATE ____________________

PATIENT'S NAME ____________________

DATE OF LAST TREATMENT ____________________

CHARTING DENTIST'S NAME ____________________

CHARTING DENTIST'S ADDRESS ____________________

____

CHARTING DENTIST'S TELEPHONE NUMBER ____________________

DENTIST'S REMARKS ____________________

X—RAYS AVAILABLE? YES ☐ NO ☐

DATE LAST X—RAYS WERE TAKEN ____________________

DENTAL MODELS AVAILABLE? YES ☐ NO ☐

PHOTOGRAPHS OF TEETH AVAILABLE? YES ☐ NO ☐

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

		FEDERATION DENTAIRE INTERNATIONALE (FDI)	DECIDUOUS	UNIVERSAL PERMANANT	STATUS	RESTORATION / CARIES					REMOVABLE APPLIANCES	OTHER CHARACTERISTICS
						MESIAL	OCCLUSAL	DISTAL	BUCCAL	LINGUAL		
UPPER RIGHT	THIRD MOLAR	18		1	001/	033/	065/	097/	129/	161/	193/	225/
	SECOND MOLAR	17		2	002/	034/	066/	098/	130/	162/	194/	226/
	FIRST MOLAR	16		3	003/	035/	067/	099/	131/	163/	195/	227/
	SECOND BICUSPID	15	A	4	004/	036/	068/	100/	132/	164/	196/	228/
	FIRST BICUSPID	14	B	5	005/	037/	069/	101/	133/	165/	197/	229/
	CUSPID	13	C	6	006/	038/	070/	102/	134/	166/	198/	230/
	LATERAL INCISOR	12	D	7	007/	039/	071/	103/	135/	167/	199/	231/
	CENTRAL INCISOR	11	E	8	008/	040/	072/	104/	136/	168/	200/	232/
UPPER LEFT	CENTRAL INCISOR	21	F	9	009/	041/	073/	105/	137/	169/	201/	233/
	LATERAL INCISOR	22	G	10	010/	042/	074/	106/	138/	170/	202/	234/
	CUSPID	23	H	11	011/	043/	075/	107/	139/	171/	203/	235/
	FIRST BICUSPID	24	I	12	012/	044/	076/	108/	140/	172/	204/	236/
	SECOND BICUSPID	25	J	13	013/	045/	077/	109/	141/	173/	205/	237/
	FIRST MOLAR	26		14	014/	046/	078/	110/	142/	174/	206/	238/
	SECOND MOLAR	27		15	015/	047/	079/	111/	143/	175/	207/	239/
	THIRD MOLAR	28		16	016/	048/	080/	112/	144/	176/	208/	240/
LOWER LEFT	THIRD MOLAR	38		17	017/	049/	081/	113/	145/	177/	209/	241/
	SECOND MOLAR	37		18	018/	050/	082/	114/	146/	178/	210/	242/
	FIRST MOLAR	36		19	019/	051/	083/	115/	147/	179/	211/	243/
	SECOND BICUSPID	35	K	20	020/	052/	084/	116/	148/	180/	212/	244/
	FIRST BICUSPID	34	L	21	021/	053/	085/	117/	149/	181/	213/	245/
	CUSPID	33	M	22	022/	054/	086/	118/	150/	182/	214/	246/
	LATERAL INCISOR	32	N	23	023/	055/	087/	119/	151/	183/	215/	247/
	CENTRAL INCISOR	31	O	24	024/	056/	088/	120/	152/	184/	216/	248/
LOWER RIGHT	CENTRAL INCISOR	41	P	25	025/	057/	089/	121/	153/	185/	217/	249/
	LATERAL INCISOR	42	Q	26	026/	058/	090/	122/	154/	186/	218/	250/
	CUSPID	43	R	27	027/	059/	091/	123/	155/	187/	219/	251/
	FIRST BICUSPID	44	S	28	028/	060/	092/	124/	156/	188/	220/	252/
	SECOND BICUSPID	45	T	29	029/	061/	093/	125/	157/	189/	221/	253/
	FIRST MOLAR	46		30	030/	062/	094/	126/	158/	190/	222/	254/
	SECOND MOLAR	47		31	031/	063/	095/	127/	159/	191/	223/	255/
	THIRD MOLAR	48		32	032/	064/	096/	128/	160/	192/	224/	256/

☐ **DENTIST — CHECK HERE IF ALL 32 TEETH ARE PRESENT WITHOUT DECAY, RESTORATION, OR ANY UNUSUAL CHARACTERISTICS. (TERMINAL OPERATOR — ENTER THE CODE ALL IN THE DCH FIELD.)**

☐ **DENTIST — CHECK HERE IF INFORMATION IS NOT AVAILABLE FOR CODING THE ABOVE CHART. (TERMINAL OPERATOR — ENTER THE CODE UNK IN THE DCH FIELD.)**

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Status Column Codes

(For use in boxes 001 through 032)

Code and Description

A - Missing, closed socket (healed)
P - Missing, open socket (not healed)
D - Deciduous with permanent successor present
E - Deciduous without permanent successor present (verified by X-ray film)
F - Fractured or decayed at gingiva (crown not present)
G - Tooth apparently prepared but not restored
I - Impacted/incompletely erupted
X - Information not available

Status Column Coding Rules

1. A report should be prepared even if you do not have information available on all teeth. Use code X for teeth where no information is available.

2. Only one of the above codes may be used for a tooth.

3. If none of the above codes describe the status of a given tooth, leave the status box for that tooth blank (not coded).

4. Unerupted teeth should not be coded as missing if evident in X-ray films.

5. Use the code D when a deciduous tooth is present, no X-ray films are available to determine whether the permanent successor is present, and it is believed that the permanent successor will follow in a normal progression. Code E should be employed only when there is X-ray confirmation.

6. If a deciduous tooth has been prepared but not restored, enter the code G.

7. Unusual mixed dentition arrangements should be noted under "Dentist´s Remarks" on the dental report.

1231

Restoration/Caries Columns Codes

(For use in boxes 033 through 192)

Code and Material Description

0 - Temporary type filling (cement, etc.)
1 - Amalgam
2 - Gold, other types of cast metal, or gold foil
3 - Acrylic/composite/bonded composite or veneer
4 - Porcelain fused to metal crown, porcelain fused to metal pontic, or all porcelain crown
5 - Any combination of 0, 1, 2, 3, and 4 above, for any one surface
6 - Stainless steel crown
7 - Temporary crown, (acrylic, aluminum, etc.)
8 - Not identifiable, not recorded, or not remembered
9 - Caries (decay) Note: Use this code only when a tooth surface has caries and no restoration.

Restoration/Caries Columns Coding Rules

1. Tooth restorations are coded by indicating the restoration material(s) present on those surfaces which have been restored. For example, if the upper right first molar (tooth #3) has only one amalgam restoration on the occlusal surface, code 1 should be entered in the box having the number 067/ (occlusal surface). The other restoration/caries boxes for tooth #3 should be left blank. For example:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST MOLAR	16	3	003/	035/	067/ **1**	099/	131/	163/	195/	227/

2. Only one of the restoration/caries codes may be used in a box. If a tooth surface has two different restoration materials, e.g., amalgam and composite, enter code 5 for the appropriate surface.

3. If a tooth surface has both a restoration and caries, only the restoration should be coded. Code 9 should be used only when a tooth surface has caries and no restoration.

4. When the surfaces of a tooth have been replaced by a crown, all replaced tooth surfaces must be coded. For example, if the lower right first molar (tooth #30) has a stainless steel crown, restoration code 6 would be entered on all five surfaces:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST MOLAR	46	30	030/	062/ **6**	094/ **6**	126/ **6**	158/ **6**	190/ **6**	222/	254/

Restoration/Caries Columns Coding Rules (Cont.)

A combination of the restoration codes may be used in situations when porcelain has been fused to some, but not all, surfaces of a crown for aesthetic purposes. For example, a crown on the upper right cuspid (tooth #6) having porcelain fused to all surfaces except the lingual would be coded as follows:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
CUSPID	13	C 6	006/	038/ 4	070/ 4	102/ 4	134/ 4	166/ 2	198/	230/

A combination of codes may be used to indicate that a crown has a plastic veneer on less than all surfaces. For example, a metal crown on the upper left second bicuspid (tooth #13) having a plastic veneer on only the buccal surface would be coded as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
SECOND BICUSPID	25	J 13	013/	045/ 2	077/ 2	109/ 2	141/ 3	173/ 2	205/	237/

NOTE: The incisal surface of an anterior crown shall be considered the occlusal surface.

5. Pontics on a fixed bridge should be described in the Restoration/Caries Columns. For example, if the upper left first molar (tooth #14) is replaced by a porcelain fused to metal pontic, the restoration code 4 should be entered for all five tooth surfaces as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST MOLAR	26	14	014/ A	046/ 4	078/ 4	110/ 4	142/ 4	174/ 4	206/	238/

If the pontic is all metal, then code 2 (instead of 4) should be entered for all five surfaces.

If there are fewer pontics than the number of teeth missing, the pontics shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a fixed bridge spanning from tooth #2 to tooth #6 has only two pontics, the pontics are marked for teeth #3 and #4.

6. When charting from X-ray films, if a restoration cannot be determined to be either buccal or lingual, it shall be considered buccal.

7. When charting from X-ray films, if the buccal surface material of a crown or pontic is indeterminable, the buccal surface shall be charted using code 8, not identifiable, not recorded, or not remembered.

8. When charting from X-ray films, if the nature of a metallic material is indeterminable, it shall be charted as code 8 in the appropriate tooth surface box.

Removable Appliances Column Codes

(For use in boxes 193 through 224)

Code and Description

A - Natural tooth replaced by acrylic tooth on acrylic partial denture (e.g., "flippers," etc.)
B - Natural tooth replaced by acrylic tooth on metal frame partial denture
C - Natural tooth replaced by porcelain tooth on acrylic partial denture
D - Natural tooth replaced by porcelain tooth on metal frame partial denture
E - Natural tooth replaced by metal tooth on metal frame partial denture
F - Abutment tooth retaining partial denture, simple clasps (I-Bars, etc.)
G - Abutment tooth retaining a partial denture with precision or semiprecision attachments
H - Full dentures, upper or lower, all acrylic teeth (See Rule 4)
I - Full dentures, upper or lower, all porcelain teeth (See Rule 4)
J - Full dentures, upper or lower, combinations of porcelain, acrylic, and cutter bar teeth (See Rule 4)

Removable Appliances Column Coding Rules

1. If a person has a partial denture, all missing teeth should be coded as such in the Status Column using the status code A (missing, closed socket) or P (missing, open socket). Each replacement tooth should be described in the Removable Appliances Column using the appropriate code A through E. Note that the natural teeth retaining the partial denture should be coded in the Removable Appliances Column using the code F and/or G.

2. The above removable appliances codes should be used to describe each replacement tooth on a removable denture. NOTE: Pontics on a fixed bridge are coded in the Restoration/Caries Columns, not in the Removable Appliances Column.

3. If there are fewer replacement teeth than the number of teeth missing, the replacement teeth shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a partial denture spanning from tooth #2 to tooth #6 has only two replacement teeth, the replacement teeth are marked for teeth #3 and #4.

4. Full dentures are charted using the removable appliances codes H, I, or J in box 193 for a full upper denture and/or box 209 for a full lower denture. If a full upper and/or full lower denture is present, it is not necessary to indicate that the teeth are missing in the Status Column. For example, if an upper denture is present, the status boxes numbered 001 through 016 (for teeth #1 through #16) should be left blank and the code H, I, or J should be entered in the removable appliances box 193. The computer will automatically code the Status Column of the appropriate upper and/or lower teeth as missing when the code H, I, or J is entered in the Removable Appliances Column in box 193 for upper and/or box 209 for lower.

Removable Appliances Column Coding Rules (Cont.)

5. In the rare case when a unique situation exists which is not covered above, please describe the situation under "Dentist´s Remarks" on the dental chart.

Other Characteristics Column Codes

(For use in boxes 225 through 256)

Code and Description

A - Tilted mesially
B - Tilted distally
C - Tilted buccally, including protruding anterior teeth
D - Tilted lingually or palatally
E - Root canal therapy completed
F - Root canal therapy not completed
G - Metal post in canal or retentive pins
H - Rotated
I - Supernumerary tooth
J - Retained root tip
K - Shovel-shaped incisor
L - Retained amalgam or metal fragments imbedded in tissue adjacent to the affected tooth or tooth vicinity (e.g., amalgam tattoo)
M - Overhang of restoration at gingival margin
N - Diastema
O - Orthodontic band on tooth
P - Orthodontic bracket bonded to tooth
Q - Functional appliances, e.g., bionator and palate expander, etc.
R - Orthodontic arch wire
S - Excessive wear due to tooth brushing
T - Excessive occlusal wear (Bruxism)
U - Severe bone loss, soft tissue pocketing, or recession
V - Periapical pathology (granuloma, cyst, etc.)
W - Intrinsic staining, e.g., mottling, tetracycline, etc.
X - Torus mandibularis or palatinus (other exostosis)
Y - Blade implant or individual tooth implant (metal, ceramic, etc.)
Z - Implant, subperiosteal
3 - Surgically placed wires, e.g., fracture repair procedures
4 - Chipped

Other Characteristics Column Coding Rules

1. A maximum of three of the above codes may be used in the Other Characteristics box for a tooth. If more than three of the above characteristics apply to one tooth, chart the three most unique characteristics.

2. If a supernumerary tooth is present, record in the box corresponding to the closest tooth. If necessary, describe further under "Dentist's Remarks" on the dental chart.

3. Diastema is an abnormally large space between teeth which is not due to the absence of a tooth. The code N (Diastema) should be entered in the boxes for the teeth between which the space is present. For example, if teeth #7, #8, #9, and #10 are separated by spaces, the code N would be entered in the other characteristics box for teeth #7, #8, #9, and #10 (boxes 231, 232, 233, and 234).

Other Characteristics Column Coding Rules (Cont.)

4. Describe a chipped tooth under "Dentist´s Remarks" on the dental chart.

5. Describe unusual positions of the teeth employing codes A, B, C, and D. If necessary, further descriptions of malocclusions may be listed under "Dentist´s Remarks" on the dental chart.

6. The functional appliances code Q may be used only in box 225 (for an upper appliance) or box 241 (for a lower appliance).

7. The code R (orthodontic arch wire) may be used in boxes 225 and 241 only. An R in box 225 indicates an arch wire on the upper teeth and an R in box 241 indicates an arch wire on the lower teeth.

8. Obvious periodontal defects which would aid in identification should be recorded using code U in the box corresponding to the involved tooth or teeth. Additional clarifying descriptions should be included under "Dentist´s Remarks" on the dental chart.

9. The code X (torus mandibularis or palatinus) may be used in boxes 225 and 241 only. An X in box 225 indicates torus palatinus and an X in box 241 indicates torus mandibularis.

10. The subperiosteal implant code Z may be used only in box 225 (for an upper implant) and box 241 (for a lower implant). The position of the post on a subperiosteal implant is not recorded.

11. When using the code Y for a blade implant, the Y is used to identify the location of the post. For example, teeth #30, #31, and #32 are missing. A blade is implanted and the post of the blade protrudes from the gingiva nearest the space previously occupied by natural tooth #31. The code Y would therefore be entered in the other characteristics box for tooth #31 (box 225). If a fixed bridge is made with porcelain fused to metal crowns for teeth #28 and #29, a porcelain fused to metal pontic for the missing tooth #30, and a full metal crown for the missing tooth #31, the dental chart for teeth #28 through #32 would appear as follows:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST BICUSPID	44	S 28	028/	060/ 4	092/ 4	124/ 4	156/ 4	188/ 4	220/	252/
SECOND BICUSPID	45	T 29	029/	061/ 4	093/ 4	125/ 4	157/ 4	189/ 4	221/	253/
FIRST MOLAR	46	30	030/ A	062/ 4	094/ 4	126/ 4	158/ 4	190/ 4	222/	254/
SECOND MOLAR	47	31	031/ A	063/ 2	095/ 2	127/ 2	159/ 2	191/ 2	223/	255/ Y
THIRD MOLAR	48	32	032/ A	064/	096/	128/	160/	192/	224/	256/

U.S.Department of Justice
Federal Bureau of Investigation

UNIDENTIFIED PERSON FILE

NATIONAL CRIME INFORMATION CENTER
MANDATORY MINIMUM STANDARDS CURRICULUM
FOR
FULL ACCESS TERMINAL OPERATORS

COUNTY
CITY
FEDERAL
STATE

NCIC

NATIONAL CRIME INFORMATION CENTER

MANDATORY MINIMUM STANDARDS CURRICULUM

FOR

FULL ACCESS TERMINAL OPERATORS

LESSON PLAN: UNIDENTIFIED PERSON FILE

TITLE OF INSTRUCTION: NCIC Unidentified Person File

TIME ALLOTTED: Two Hours

TARGET GROUP: Full Access Terminal Operators

INSTRUCTOR:

METHOD OF INSTRUCTION: Lecture, Discussion, Overhead Transparencies, and Video Tape Presentation

DATE: July 1, 1992

THE NCIC "HOT" FILES LESSON PLANS

The goal of the National Crime Information Center (NCIC) is to assist the criminal justice community in performing its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. In this regard, NCIC maintains the following files:

- Vehicle (VF)
- License Plate (LPF)
- Boat (BF)
- Gun (GF)
- Article (AF)
- Securities (SF)
- Wanted Person (WPF)
- Foreign Fugitive (FFF)
- United States Secret Service Protective (SSF)
- Missing Person (MPF)
- Unidentified Person (UPF)
- Bureau of Alcohol, Tobacco and Firearms (ATF) Violent Felon (VFF)

NCIC allows authorized criminal justice users to perform various transactions into the "Hot" Files including:

Inquiry - The purpose of an inquiry transaction is to request a search of an NCIC file(s).

Locate - The purpose of a locate transaction is to indicate that the wanted person has been apprehended, the whereabouts of the missing person has been determined, or the property has been recovered.

Entry - The purpose of an entry transaction is to place a new record into the NCIC database.

Supplemental - The purpose of a supplemental transaction is to add additional identifiers to an NCIC record.

Add-On - The purpose of an add-on transaction is to link a stolen part to a stolen item of property.

Modification - The purpose of a modification transaction is to add, delete, or change data in an NCIC record.

Clear - The purpose of a clear transaction is to remove a record from NCIC when the missing person is located, the wanted person is apprehended, or the property is recovered.

Cancellation - The purpose of a cancellation transaction is to remove an NCIC record, add-on record, or any additional identifiers from an NCIC record when it is determined that information contained in the record is invalid.

The goals of the lesson plans are to review the policies of each "Hot" File and provide instructions for completing transactions into the files.

Instructors should check with their State Control Terminal Agency (CTA) to determine the:

(1) NCIC files available to users.
(2) NCIC transactions available to users.

PREFACE

The "Hot" File lesson plans are divided into twelve parts. The following is an explanation of each part. **Please** review this section prior to instruction.

PART I: INTRODUCTION

This is a brief statement as to the importance of the file and is intended to obtain the trainee's interest.

PART II: DEFINITION

This part defines the file for NCIC purposes. This definition sets the parameters for NCIC and does not include the state and local systems.

PARTS III - X: MESSAGE SECTIONS

These parts discuss the various NCIC transactions. For ease of instruction, each section follows the same format and consists of the following:

Purpose: This section explains the reason for each transaction.

Requirements: This section states the specific data needed to perform each transaction.

Interpreting Responses: This section reviews all possible responses the operator may receive or generate to other agencies as a result of the transaction transmitted.

Guidelines: This section reviews policy issues and general information that the operator should be aware of when performing the transaction.

State and local systems may have different message requirements and responses. Please make modifications as necessary.

PART XI: RETENTION PERIOD

This part provides the amount of time the record remains in NCIC.

PART XII: CONCLUSION

This part highlights the file and reviews critical points associated with the specific file.

NCIC UNIDENTIFIED PERSON FILE LESSON PLAN
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STATEMENT OF GOAL AND OBJECTIVES

INSTRUCTIONAL GOAL:

To provide the terminal operator critical information on the policies, criteria, and transactions for the NCIC Unidentified Person File.

INSTRUCTIONAL OBJECTIVES:

At the conclusion of this block of instruction, the operator will be able to:

1. Define an unidentified person for NCIC purposes.
2. State the purpose of an NCIC unidentified person record inquiry, entry, supplemental, modification, clear, and cancellation transaction.
3. Describe the requirements for an NCIC unidentified person record inquiry, entry, supplemental, modification, clear, and cancellation transaction.
4. Describe the NCIC Automatic Cross-Search Program with missing person/unidentified person records.
5. Describe the on-line quality control program that examines Missing and Unidentified Person File records for missing data in key fields.
6. List the responses that may be received in an NCIC unidentified person record inquiry, entry, supplemental, modification, clear, and cancellation transaction.
7. Describe the policy issues and general information that may affect an NCIC unidentified person record inquiry, entry, supplemental, modification, clear, and cancellation transaction.
8. State the retention period for unidentified person records.

CRITERION TEST

DEFINITION SECTION

1. State the definition of an unidentified person for NCIC purposes.

2. List the four categories of unidentified person records.

INQUIRY SECTION

1. State the purpose of an NCIC unidentified person record inquiry.

2. Unidentified Person File record inquiries can be made using the ___________ Field, ______________ identifiers, _____________ number, or ____________ number.

3. A copy of the unidentified person record inquiry should be forwarded to the medical examiner's or coroner's office that completed the unidentified person data collection form.

   a. True
   b. False

ENTRY SECTION

1. The entry of information on a record for an unidentified living person should only be included if the person gives his/her consent, or if they are ____________ or ____________ unable to give this consent.

2. Describe an Unidentified Person File NCIC (NIC) Number.

3. Body parts records are to be entered as an unidentified _____________ person.

4. When an unidentified person record is entered, the NCIC computer automatically compares data in that record against all missing person records in NCIC.

   a. True
   b. False

5. When an unidentified person record has been on file for 30 days and has data missing in one or more of the following key data fields: _______, _______, _______, _______, _______, the NCIC computer will automatically generate a ____________ Administrative Message to the entering agency.

SUPPLEMENTAL ENTRY SECTION

1. ___________ and ___________ data may be appended to the base record.

2. Nineteen __________ may be appended to a base record.

3. Describe what occurs when an Unidentified Person File supplemental record is entered.

MODIFICATION SECTION

1. The purpose of an NCIC unidentified person record modification is to __________, __________, or ____________ information in the record.

2. Describe what occurs when an unidentified person record is modified.

3. Any agency may modify an unidentified person record.

   a. True
   b. False

CLEAR SECTION

1. State when an entering agency would clear an unidentified person record entry.

2. The clear message will remove only the supplemental SMTs and dental information from the record.

   a. True
   b. False

CANCELLATION SECTION

1. Describe when an agency would cancel an unidentified person record entry.

2. Any agency may cancel an NCIC unidentified person record.

   a. True
   b. False

RETENTION PERIOD SECTION

1. An unidentified person record will remain in NCIC for ____________________ or until the record has been cleared or canceled by the entering agency.

CRITERION TEST ANSWERS

DEFINITION SECTION

1. NCIC defines **an unidentified person as any unknown deceased or living person**.

2. The four categories of unidentified person records are:

   a. **Any unidentified deceased**
   b. **A person of any age who is living and unable to ascertain his/her identity**
   c. **Any unidentified catastrophe victim**
   d. **Body parts when a body has been dismembered**

INQUIRY SECTION

1. **The purpose of an NCIC unidentified person record inquiry is to determine if a record(s) exists for an unidentified deceased or living person and/or body parts**.

2. Unidentified Person File record inquiries can be made using the **Body Parts Status (BPS)** Field, **Nonunique** identifiers, **Originating Agency Case (OCA)** number, or **NCIC (NIC)** number.

3. **True**. A copy of the unidentified person record inquiry should be forwarded to the medical examiner's or coroner's office that completed the unidentified person data collection form.

ENTRY SECTION

1. The entry of information on a record for an unidentified living person should only be included if the person gives his/her consent, or if they are **physically** or **mentally** unable to give this consent.

2. **A unique NCIC (NIC) Number begins with the letter "U" and is followed by nine numeric characters**.

3. Body parts records are to be entered as an unidentified **deceased** person.

4. **True**. When an unidentified person record is entered, the NCIC computer automatically compares data in that record against all missing person records in NCIC.

5. When an unidentified person record has been on file for 30 days and has data missing in one or more of the following key data fields: **Blood Type (BLT)**, **Dental Characteristics (DCH)**, **Fingerprint Classification (FPC)**, **Jewelry Type (JWT)**, **Scars, Marks, Tattoos, and Other Characteristics, i.e., amputations, fractures (SMT)**, the NCIC computer will automatically generate a **$.K.** Administrative Message to the entering agency.

SUPPLEMENTAL ENTRY SECTION

1. **Supplemental scars, marks, tattoos, and other characteristics (SMTs)** and **dental** data may be appended to the base record.
2. Nineteen **SMTs** may be appended to a base record.
3. **The entry of a supplemental record to an unidentified person record will cause a search of all missing person records**.

MODIFICATION SECTION

1. The purpose of an NCIC unidentified person record modification is to **add**, **delete**, or **change** information in the record.
2. **Modifying an unidentified person record will cause a search against all missing person records**.
3. **False**. Only the entering agency may modify an unidentified person record.

CLEAR SECTION

1. **An unidentified person record is cleared when the entering agency identifying the person is the agency that entered the record or when the agency that entered the record is officially advised that the person has been identified by another agency.**
2. **False**. The clear transaction will cause the entire record to be removed from file, including supplemental SMTs and dental information.

CANCELLATION SECTION

1. **An unidentified person record is canceled when it is determined that the information contained in the record is invalid or inaccurate**.

2. **False**. Only the entering agency may cancel an unidentified person record.

RETENTION PERIOD

1. An unidentified person record will remain in NCIC for **year of entry plus nine additional years** or until the record has been cleared or canceled by the entering agency.

ITEMS AND MATERIALS:

Overhead Transparencies, Overhead Projector, Screen,
VCR, and Monitor
Video Tape: "The NCIC Unidentified Person File"

OVERHEAD TRANSPARENCIES (OH):

UPF-OH #1	The NCIC Unidentified Person File
UPF-OH #2	Definition of an Unidentified Person For NCIC Purposes
UPF-OH #3	Four Categories of NCIC Unidentified Person Records
UPF-OH #4	Unidentified Person File Inquiries
UPF-OH #4a	Requirements for Inquiry of NCIC Unidentified Person Record
UPF-OH #5	Diagram for Body Parts Status Field
UPF-OH #6	Examples of Unidentified Person File Inquiries - Body Parts Status Field Record Inquiry
UPF-OH #7	Examples of Unidentified Person File Inquiries - Body Parts Status Field Record Inquiry With Area Field
UPF-OH #8	Nonunique Identifier Inquiry (Mandatory Fields)
UPF-OH #9	Nonunique Identifier Inquiry
UPF-OH #10	Princess Doe Record
UPF-OH #11	Princess Doe Record (Cont)
UPF-OH #12	NCIC Unidentified Living Person Entry Acknowledgement
UPF-OH #13	Missing Person/Unidentified Person Automatic Cross-Search Program
UPF-OH #14	$.M. Administrative Message
UPF-OH #15	$.N. Administrative Message
UPF-OH #16	On-line Quality Control Program Missing Data in Missing/Unidentified Person Records ($.K.)
UPF-OH #17	$.K. Administrative Message
UPF-OH #18	Duplicate Entry Already on File
UPF-OH #19	Unidentified Person File Supplemental Record Entries
UPF-OH #20	Unidentified Person File Supplemental Record Entries
UPF-OH #21	Base Record with Supplemental Information Appended
UPF-OH #22	Base Record with Supplemental Information Appended (Cont)
UPF-OH #23	Purpose of a Modification
UPF-OH #24	NCIC Unidentified Person Record Modification
UPF-OH #25	Modified Record
UPF-OH #26	Purpose of a Clear
UPF-OH #27	NCIC Unidentified Person Record Clear
UPF-OH #28	Purpose of a Cancellation
UPF-OH #29	NCIC Unidentified Person Record Cancellation (Entire Record)
UPF-OH #30	NCIC Unidentified Person Supplemental Record Cancellation (Supplemental SMTs/Dental)
UPF-OH #31	Unidentified Person File Retention Period

HANDOUT MATERIALS (HD):

UPF-HD #1	Missing Children Act of 1982
UPF-HD #2	Unidentified Person File Data Collection Entry Guide
UPF-HD #3	Princess Doe Record
UPF-HD #4	"Policeman's Quest Becomes an Obsession"
UPF-HD #5	"Lost and Found"
UPF-HD #6	"Skeleton Identified by Matching Dental Data"
UPF-HD #7	"John and Jane Does'Identities Discovered"
UPF-HD #8	"Two Unidentified Person Cases Solved Via NCIC"
UPF-HD #9	"Man, Missing for Two Years, is Found Dead"
UPF-HD #10	"Tattoo and NCIC Help Agency Identify "Jane Doe""
UPF-HD #11	"Body Identified Through Cross-Match Program"
UPF-HD #12	"Runaway Youth Identified"
UPF-HD #13	"Missing/Unidentified Person Cases Closed"
UPF-HD #14	"Physical Descriptors Aid in Identification"
UPF-HD #15	"NCIC Identifies Body 1,200 Miles Away"
UPF-HD #16	"NCIC in Autopsy Room"
UPF-HD #17	NCIC File Reference Card

I. INTRODUCTION

THIS TWO-HOUR BLOCK OF INSTRUCTION IS DESIGNED AS A GUIDE TO AID TERMINAL OPERATORS IN THE EFFECTIVE USE OF THE NCIC UNIDENTIFIED PERSON FILE.

The decomposed body of a white female is found in an industrial sludge pit in Butler County, Ohio. Due to advanced stages of decomposition, blood tests cannot be performed nor can fingerprints be taken. There is no identification on the body; however, a tattoo is located on the lower abdomen.

Hunters find the skeletal remains of a woman in a sparsely wooded area. The local authorities are unable to identify the woman as a local resident and all leads received prove negative.

In the early morning hours, a man living at a nursing home walks away from the home. The next day, police officers in another jurisdiction find the body of a deceased male in an abandoned building.

A police department responds to a call concerning a young male runaway. Upon questioning, the boy gives his name and date of birth, but is unable to give his address. He also claims he has been physically abused and refuses to go home. All efforts to further identify the youth or the location of his home are fruitless.

References

IO - Instructional Objective

OH - Overhead Transparency

HD - Handout Material

OM - NCIC Operating Manual

CM - NCIC Code Manual

In each of these actual cases, the victims were eventually identified through the use of a computerized file designed to match unidentified, whether living or dead, with missing person reports.

The NCIC Unidentified Person File, created in 1983 in accordance with the Missing Children Act of 1982, stores records containing the physical descriptors, dental characteristics, and personal accessories of unidentified deceased persons, living persons, and catastrophe victims. As of January 1, 1992, there were 2,203 records entered into the NCIC Unidentified Person File. **OH #1** **HD #1**

The information presented in this lesson plan is important as it provides guidelines for the proper use of the NCIC Unidentified Person File. Effective utilization of the NCIC Unidentified Person File will enhance criminal justice operations.

II. DEFINITION OF AN UNIDENTIFIED PERSON FOR NCIC PURPOSES

NCIC defines an unidentified person as any unknown deceased or living person. The definition includes, but is not limited to: **IO #1** **OH #2**

Body Parts
Amnesia Victims
Infants
Individuals with Alzheimer's Disease
Skeletal Remains
Airplane Crash Victims

There are four categories of unidentified person records: (1) any unidentified deceased; (2) a person of any age who is living and unable to ascertain his/her identity; (3) any unidentified catastrophe victim; and (4) body parts when a body has been dismembered. **OH #3**

III. INQUIRY OF NCIC UNIDENTIFIED PERSON RECORD

A. Purpose

IO #2

The purpose of an NCIC unidentified person record inquiry is to determine if a record(s) exists for an unidentified deceased or living person and/or body parts.

INSTRUCTOR'S NOTE: PLEASE STRESS TO TERMINAL OPERATORS THAT PLACING AN ENTRY INTO THE UNIDENTIFIED PERSON FILE, AS WELL AS THE MISSING PERSON FILE, INCREASES THE PROBABILITY OF MAKING A POSITIVE IDENTIFICATION BECAUSE OF THE CROSS-SEARCH CAPABILITY. INQUIRIES INTO THE UNIDENTIFIED PERSON FILE SHOULD BE MADE ON BODY PARTS OR USED WHEN MAKING INQUIRIES FOR VALIDATION PURPOSES.

B. Requirements

IO #3

OH #4
OH #4a

1. To inquire on an unidentified person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:

   a. Body Parts Status (BPS) Field
   or
   b. Nonunique Identifiers (Physical Descriptors)
      (1) Approximate Age (AGE)
      (2) Sex (SEX)
      (3) Race (RAC)
      (4) Approximate Height (HGT)
      (5) Approximate Weight (WGT)
      (6) Eye Color (EYE)
      (7) Hair Color (HAI)
   or
   c. Originating Agency Case (OCA) Number
   or
   d. NCIC (NIC) Number

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS MANY STATE AND INTERFACE SYSTEMS MAY HAVE DIFFERENT SEARCH CRITERIA.

C. Interpreting Responses

IO #6

An NCIC unidentified person record inquiry will cause the NCIC computer to transmit one of the following responses:

1. **Hit or positive response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry match descriptors in an active NCIC unidentified person record(s).
   or
2. **No response** - indicates to the inquiring agency that the descriptors in the NCIC inquiry do not match descriptors in any active NCIC unidentified person record.
   or
3. **Reject** - indicates to the inquiring agency that the inquiry was unsuccessful due to an error in either the data, codes, or format of the NCIC inquiry.

INSTRUCTOR'S NOTE: REMIND TERMINAL OPERATORS THAT AN NCIC UNIDENTIFIED PERSON RECORD INQUIRY DOES NOT SEARCH OTHER NCIC FILES.

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY. THE SEARCH CRITERIA OF YOUR STATE SYSTEM MAY ALSO AFFECT RESPONSES.

D. Guidelines

IO #7

1. Policy Issues

   None applicable for an NCIC unidentified person record inquiry.

2. General Information

   a. Body Parts Status Inquiry

      (1) An agency which recovers a partial unidentified body should transmit an inquiry and identify, in the

OH #5

Body Parts Status (BPS) Field, all body parts which have and have not been recovered.

INSTRUCTOR'S NOTE: EXPLAIN CODING OF BPS FIELD: N = NOT RECOVERED, R = RECOVERED, S = SKELETAL. REFER TO NCIC OPERATING MANUAL. **OM p.12-10**

(2) The BPS Field record inquiry is used to link two or more agencies that recover parts of one body.

(3) After entering an unidentified person record for an incomplete body, a BPS Field inquiry should be made using the same BPS code that was entered.

(4) The response to an inquiry on the BPS Field will contain the abbreviated record(s) of the data stored in the following fields of the complete record: **BPS**, **Sex (SEX)**, **Race (RAC)**, **Estimated Year of Birth (EYB)**, **Estimated Date of Death (EDD)**, **Date Body Found (DBF)**, **Originating Agency Identifier (ORI)**, and **NCIC Number (NIC)**. **OH #6**

(5) The inclusion of an Area Field (ARE/) in the BPS Field record inquiry is optional.

(6) When the inquiry contains ARE/ followed by a valid area field inquiry code, the response to the inquiry will retrieve records with the same code, in addition to, codes for surrounding states, and/or US in the first two positions of the ORI Field. **OH #7**

INSTRUCTOR'S NOTE: REFER TO NCIC OPERATING MANUAL FOR AREA (ARE) FIELD INQUIRY CODES (STATE AND/OR PROVINCE CODES). **OM p.12-20 thru 12-23**

(7) When the inquiry contains ARE/ followed by a valid inquiry code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field.

(8) The inclusion of Sex, Race, and/or Area Fields in a BPS Field inquiry will not change the search, but will only limit the records returned to the inquiring agency.

(9) If the sex and race is unknown, the SEX and RAC Fields should not be included in the BPS Field record inquiry.

b. Nonunique Identifier Inquiry

(1) When a nonunique identifier inquiry is received, the NCIC computer searches the Unidentified Person File record for possible matches.

OH #8 LEAVE ON PROJECTOR

(2) The sex, race, eye, and hair color codes in the candidate records will be identical to those same codes in the inquiry.

(3) The computer searches plus or minus one year against the average age, plus or minus three inches against the average height, and plus or minus 10 pounds against the average weight in records on file.

(4) A nonunique identifier inquiry will return up to 20 of the highest scoring candidate records.

OH #9

(a) Two complete records having the highest scores will be furnished.

(b) The NCIC (NIC) numbers and scores for the two records followed by the NIC numbers and scores of the next 18 records having the highest scores will be furnished.

INSTRUCTOR'S NOTE: REFER TO HD #5 FOR SUCCESS STORY ON THE NONUNIQUE IDENTIFIER INQUIRY.

c. Additional Guidelines for Inquiry

(1) Inquiries may be made using NIC or OCA. For inquiries on OCA, the NCIC computer will return a record only if the OCA and first three positions of the ORI in the inquiry are identical to the OCA and the first three positions of the ORI in a record on file.

(2) A copy of the unidentified person record inquiry should be forwarded to the medical examiner's or coroner's office that completed the unidentified person data collection form.

(3) Upon receiving an administrative message, the entering agency should make inquiries on its own record, as well as matched record(s) listed.

INSTRUCTOR'S NOTE: INFORM STUDENTS THAT ADMINISTRATIVE MESSAGES WILL BE DISCUSSED UNDER PART V. ENTRY OF NCIC UNIDENTIFIED PERSON RECORD OF THIS LESSON PLAN.

IV. LOCATE OF NCIC UNIDENTIFIED PERSON RECORD

NCIC users cannot place locates on unidentified person records.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT A LOCATE CAN ONLY BE PLACED ON VEHICLE, LICENSE PLATE, BOAT, GUN, ARTICLE, SECURITIES, WANTED PERSON, FOREIGN FUGITIVE (CANADIAN RECORDS ONLY), AND MISSING PERSON FILE RECORDS.

V. ENTRY OF NCIC UNIDENTIFIED PERSON RECORD

A. Purpose

IO #2

The purpose of an NCIC unidentified person record entry is to place a record regarding an unidentified living or deceased person or body parts into NCIC making the information available to authorized criminal justice agencies.

1. A record may be entered into one of the following categories:
    - a. Any unidentified deceased
    - b. A person of any age who is living and unable to ascertain his/her identity
    - c. Any unidentified catastrophe victim
    - d. Body parts when a body has been dismembered.

INSTRUCTOR'S NOTES: REMIND STUDENTS OF THE IMPORTANCE OF ENTERING ALL PERTINENT/ AVAILABLE INFORMATION ON THE UNIDENTIFIED INDIVIDUAL, E.G., DENTAL DATA OR JEWELRY DESCRIPTION - - AIDS IN THE IDENTIFICATION PROCESS - -

UNIDENTIFIED PERSON FILE DATA COLLECTION ENTRY GUIDES ARE AVAILABLE THROUGH THE STATE CONTROL TERMINAL OFFICER OR SERVICE COORDINATOR. THIS GUIDE CONTAINS DETAILED CHECKLISTS TO ASSIST THE INVESTIGATOR IN GATHERING NONSTANDARD, DESCRIPTIVE INFORMATION. IT CAN BE GIVEN TO A FAMILY MEMBER, COMPLAINANT, OR MEDICAL PROFESSIONAL, I.E., MEDICAL DOCTOR OR DENTIST, TO BE FILLED OUT.

HD #2

2. Supplemental and dental information may be appended to the base unidentified person record.

INSTRUCTOR'S NOTE: FOR ENTRY OF SUPPLEMENTAL INFORMATION, REFER TO PART VI. ENTRY OF SUPPLEMENTAL RECORDS TO THE NCIC UNIDENTIFIED PERSON RECORD OF THIS LESSON PLAN.

B. Requirements

IO #3

1. Unidentified person records entered into NCIC must include the following fields:

   a. Message Key (MKE)
   b. Originating Agency Identifier (ORI)
   c. Body Parts Status (BPS) when record is an unidentified deceased or catastrophe victim
   d. Sex (SEX)*
   e. Race (RAC)*
   f. Estimated Year of Birth (EYB) if BPS contains the code ALL
   g. Date Body Found (DBF)
   h. Height (HGT)
   i. Weight (WGT)
   j. Eye Color (EYE)*
   k. Hair Color (HAI)*
   l. Fingerprint Classification (FPC) when record is an unidentified living or when record is an unidentified deceased or catastrophe victim if BPS contains ALL or letter R in positions 5 and 8
   m. Originating Agency Case Number
   n. Footprints Available (FPA) mandatory if the BPS contains ALL or R in positions 11 and 14
   o. Body X-rays Available (BXR)
   p. Manner and Cause of Death (CDA) mandatory when record is an unidentified deceased or catastrophe victim

*** REFER TO NCIC/STATE CODE MANUAL FOR APPROPRIATE CODES.**

INSTRUCTOR'S NOTE: SHARE PRINCESS DOE STORY. DISCUSS FIELDS IN PRINCESS DOE RECORD.

HD #3,4
OH #10,11

INSTRUCTOR'S NOTE: CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #6

An NCIC unidentified person record entry will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC entry** - indicates to the entering agency that the unidentified person record has been successfully entered into NCIC. OH #12

   and

2. **Cross Search** - An unidentified person entry cross searches records in the Missing Person File.

   a. When an unidentified person record is entered or modified, the NCIC computer automatically compares the data in that record against all missing person records in NCIC (Automatic Cross Search Program). IO #4 OH #13

INSTRUCTOR'S NOTE: REFER TO NCIC OPERATING MANUAL FOR MATCH CRITERIA. OM p.12-14

(1) Comparisons are performed daily on the records entered/modified on the previous day.

(2) Once the comparisons are completed, all entering agencies are notified of the results by administrative messages.

INSTRUCTOR'S NOTE: AN ADMINISTRATIVE MESSAGE IS TRANSMITTED BY NCIC TO ADVISE USERS OF NCIC SYSTEM STATUS OR UPDATES FOR QUALITY CONTROL PURPOSES.

SHOW EXAMPLES OF EACH MESSAGE.

(a) A **$.M. Administrative Message** will be generated to the entering/updating agency for the unidentified person record and the entering agency(s) for the missing OH #14 person record(s) when a possible match occurs for records on file.

INSTRUCTOR'S NOTE: MODIFYING AND UPDATING ARE THE SAME.

1) Includes abbreviated records for up to 100 possible matches (for more than 100 records contact NCIC directly - Investigative Support Group 1-202-324-6242)

2) Upon receipt of this message, the inquiring agency must review all of the information in the candidate record(s).

3) The inquiring agency must contact the agency(s) that entered the record(s) to confirm possible matches.

INSTRUCTOR'S NOTES: SHARE EXAMPLES OF SUCCESS STORIES ON THE AUTOMATIC CROSS-SEARCH PROGRAM. REFER TO AND DISTRIBUTE HANDOUTS. **HD #6-15**

(b) A **$.N. Administrative Message** will be transmitted to the entering/updating agency for the unidentified person record when the search does not produce any matches. **OH #15**

additionally

3. **Other Administrative Message**

a. A **$.K. Administrative Message** will be generated to the entering agency when an unidentified person record has been on file for 30 days and has data missing in one or more of the following key data fields: **Blood Type (BLT)**, **Dental Characteristics (DCH)**, **Fingerprint Classification (FPC)**, **Jewelry Type (JWT)**, and **Scars, Marks, Tattoos, and** **IO #5** **OH #16,17**

Other Characteristics (SMT), i.e., amputations and fractures. The NCIC computer will automatically generate this notification to the entering agency.

INSTRUCTOR'S NOTE: FOR ADDITIONAL INFORMATION ON THIS PROGRAM, REFER TO NCIC TECHNICAL/OPERATIONAL UPDATE 91-3

(1) Unidentified person and missing person records will be automatically reviewed daily.

(2) Notifications will be transmitted between 7:30 and 8:30 a.m. EST.

(3) This will be a one-time notification with no follow-up or review after the notification is generated.

or

4. **Reject** - indicates to the entering agency that the entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTE: IF THE ORI AND OCA FIELDS IN AN UNIDENTIFIED PERSON RECORD TO BE ENTERED ARE IDENTICAL TO AN UNIDENTIFIED PERSON RECORD ON FILE, THE ENTRY WILL BE REJECTED. **OH #18**

CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #7

1. Policy Issues

   a. An NCIC unidentified person record entry must be entered as soon as possible once the minimum data required for entry and the record documentation are obtained.

b. Once the acknowledgement of entry is received, the accuracy of the record must be double checked by a second party.

2. General Information

a. A successful NCIC unidentified person record entry will generate a unique NCIC (NIC) number beginning with the letter "U" followed by nine numeric characters. The NIC can be used in inquiries and also in identifying records in modification, clear, and cancellation transactions.

b. Following entry of an unidentified deceased or catastrophe victim record, an inquiry should be made to retrieve a copy of the record.

c. The entry of information on a record for an unidentified living person should only be included if the person gives his/her consent, or if they are physically or mentally unable to give this consent.

d. Body parts records are to be entered as an unidentified deceased person with Message Key (MKE) Codes - Entry Unidentified Deceased (MKE/EUD) or Entry Unidentified Catastrophe Victim (MKE/EUV).

VI. ENTRY OF SUPPLEMENTAL RECORDS TO NCIC UNIDENTIFIED PERSON RECORD

A. Purpose

IO #2

The purpose of an NCIC unidentified person supplemental record entry is to add additional information to the base record.

1. Supplemental scars, marks, tattoos, and other characteristics (SMTs), i.e., amputations, fractures may be appended to a base unidentified person record. **OH #19**

2. Dental information may be appended to a base unidentified person record.

B. Requirements

IO #3

1. To enter an unidentified person supplemental SMT record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields: **OH #20** **LEAVE ON PROJECTOR**

    a. NCIC (NIC) number and Originating Agency Case (OCA) number, followed by the supplemental information (scars, marks, tattoos, and other characteristics - SMTs)

2. To enter an unidentified person supplemental dental record, the MKE and ORI must be used, in addition to the following fields:

    a. NIC number and OCA number, followed by the supplemental information (dental information)

INSTRUCTOR'S NOTE: SHOW EXAMPLE OF SUPPLEMENTAL INFORMATION APPENDED TO A RECORD. **OH #21,22**

CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT ENTRY REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #6

An NCIC unidentified person supplemental record entry will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC supplemental record entry** - indicates to the entering agency that the supplemental information has been successfully appended to the base unidentified person record. The acknowledgement contains the OCA and the NCIC (NIC) number from the base (original) record. **REFER TO OH #20**

   and

2. **Cross Search** - The entry of a supplemental record to an unidentified person record will cause a search of all missing person records.

   or

3. **Reject** - indicates to the entering agency that the supplemental record entry was unsuccessful due to an error in either the data, codes, or format of the NCIC entry.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA/ REGIONAL INTERFACE (IF APPLICABLE) FOR MORE INFORMATION REGARDING NCIC RESPONSES.

D. Guidelines **IO #7**

1. Policy Issues

   a. Supplemental Scars, Marks, Tattoos, and Other Characteristics Record

      (1) To append additional scars, marks, tattoos, and other characteristics, the SMT Field in the base record must be filled.

2. General Information

   a. Supplemental Scars, Marks, Tattoos, and Other Characteristics and Dental Information Records

      (1) Once an NCIC supplemental record entry has been made into the NCIC System, the accuracy of the

record should be double checked by a second party.

b. Supplemental Scars, Marks, Tattoos, and Other Characteristics Record

(1) An SMT code may only be used once in a record, regardless of whether it appears in the base or supplemental record.

(2) A maximum of nine SMTs may be transmitted in each supplemental entry or cancellation.

(3) Nineteen SMTs may be appended to the base unidentified person record.

(4) Supplemental SMTs and dental information cannot be transmitted in the same message.

(5) Supplemental SMTs cannot be modified.

c. Supplemental Dental Information Record

(1) A dental report can be filled out by a dentist and returned to the user for entry.

(2) A supplemental dental record may be modified to:

(a) change the code entered in the Dental X-rays Available (DXR) and/or Dental Model and/or Photographs of Teeth Available (MPA) Fields.

(b) add, change, or delete the information entered in the Dental Remarks (DRE) Field.

(c) enter, change, or delete any of the 256 codes of the Dental Characteristics (DCH) Field.

INSTRUCTOR'S NOTE: SEE PART VIII MODIFICATION OF NCIC UNIDENTIFIED PERSON RECORD OF THIS LESSON PLAN.

(3) A supplemental dental cancellation transaction will delete all dental information from the record identified.

VII. ENTRY OF ADD-ON RECORD TO NCIC UNIDENTIFIED PERSON RECORD

An add-on record cannot be appended to an NCIC unidentified person record.

INSTRUCTOR'S NOTE: INFORM TERMINAL OPERATOR(S) THAT THE ADD-ON CAPABILITY ONLY APPLIES TO THE NCIC VEHICLE AND BOAT FILES.

VIII. MODIFICATION OF NCIC UNIDENTIFIED PERSON RECORD

A. Purpose

IO #2

OH #23

The purpose of an NCIC unidentified person record modification is to add, delete, or change information. A modification should be made when the agency has obtained additional information or determined that the data in the NCIC record is erroneous.

B. Requirements

IO #3

OH #24

1. To modify an unidentified person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
    a. NCIC (NIC) number and Originating Agency Case (OCA) number, followed by the field(s) being modified and the modification

INSTRUCTOR'S NOTE: SHOW AN EXAMPLE OF A MODIFIED RECORD.

OH #25

2. To modify an unidentified person supplemental dental record, the MKE and ORI must be used, in addition to the following fields:
    a. NIC number and OCA number of the base record, followed by any fields which are to be modified

INSTRUCTOR'S NOTE: REMIND STUDENTS THAT SUPPLEMENTAL SMTS CANNOT BE MODIFIED.

CHECK WITH YOUR STATE CTA AS MANY STATE SYSTEMS HAVE DIFFERENT MODIFICATION REQUIREMENTS OR ADDITIONAL FIELDS.

C. Interpreting Responses

IO #6

An NCIC unidentified person record modification will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC modification** - indicates to the modifying agency that

the record has been successfully modified.

and

2. **Cross Search** - Modifying an unidentified person record will cause a search against all missing person records.

or

3. **Reject** - indicates to the modifying agency that the modification was unsuccessful due to an error in either the data, codes, or format of the NCIC modification.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #7

1. Policy Issues

   None applicable for an NCIC unidentified person record modification.

2. General Information

   a. Modification of a record is restricted to the agency that entered the record.

   b. Data cannot be deleted from a mandatory field.

   c. Once the acknowledgement of modification is received, the accuracy of the modification should be reviewed by a second party. The verification of a record should include assuring that the data in the modification matches the additional or corrected information.

   d. After modifying an unidentified deceased or catastrophe victim record, an inquiry should be made to retrieve a copy of the record.

This copy should be forwarded to the medical examiner's or coroner's office that completed the unidentified person collection form.

e. A supplemental dental record may be modified to:

   (1) change the code entered in the Dental X-rays Available (DXR) and/or Dental Model and/or Photographs of Teeth Available (MPA) Fields.

   (2) add, change, or delete the the information entered in the Dental Remarks (DRE) Field.

   (3) enter, change, or delete any of the 256 codes of the Dental Characteristics (DCH) Field.

IX. CLEAR OF NCIC UNIDENTIFIED PERSON RECORD

A. Purpose

IO #2

OH #26

The purpose of an NCIC unidentified person record clear is to remove the unidentified person record from NCIC when:

1. The agency identifying a person is the agency that entered the record.
   or
2. The agency that entered the record is officially advised that the person has been identified by another agency.

B. Requirements

IO #3

OH #27

1. To clear an unidentified person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
   - a. NCIC (NIC) number and Originating Agency Case (OCA) number and the date that the person was identified

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CLEAR REQUIREMENTS.

C. Interpreting Responses

IO #6

An NCIC unidentified person record clear will cause the NCIC computer to transmit one of the following responses:

1. **Acknowledgement of NCIC clear** - indicates to the clearing agency that the record has been successfully cleared.
   or
2. **Reject** - indicates to the clearing agency that the clear was unsuccessful due to an error in either the data, codes, or format of the NCIC clear.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #7

1. Policy Issues

   None applicable for an NCIC unidentified person record clear.

2. General Information

   a. Clearance of an NCIC unidentified person record is restricted to the agency that entered the record.

   b. The clear transaction will cause the entire record to be removed from file, including supplemental SMTs and dental information.

X. CANCELLATION OF NCIC UNIDENTIFIED PERSON RECORD

A. Purpose

IO #2

OH #28

The purpose of an NCIC unidentified person record cancellation is to remove an NCIC unidentified person record when it is determined that the information contained in the record is invalid or inaccurate.

B. Requirements

IO #3

OH #29

1. To cancel an unidentified person record, the Message Key (MKE) and Originating Agency Identifier (ORI) must be used, in addition to the following fields:
    a. NCIC (NIC) number and Originating Agency Identifier (OCA) number followed by date of cancellation which must be the date the transaction is transmitted

OH #30

LEAVE ON PROJECTOR

2. To cancel an unidentified person supplemental SMT record, the MKE and ORI must be used, in addition to the following fields:
    a. NIC number and OCA number, followed by any SMT Field(s) to be canceled
3. To cancel an unidentified person supplemental dental record, the MKE and ORI must be used, in addition to the following fields:
    a. NIC number and OCA number

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) AS SOME SYSTEMS MAY HAVE DIFFERENT CANCELLATION REQUIREMENTS.

C. Interpreting Responses

IO #6

An NCIC unidentified person record cancellation will cause the NCIC computer to transmit the following responses:

1. **Acknowledgement of NCIC cancellation** - indicates to the canceling agency that a record has been successfully canceled.
   and
2. **Cross Search** - The removal of a supplemental record to an unidentified person record will cause a search of all missing person records.
   or
3. **Reject** - indicates to the canceling agency that the cancel was unsuccessful due to an error in either the data, codes, or format of the NCIC cancel.

INSTRUCTOR'S NOTE: CHECK WITH YOUR CTA AND REGIONAL INTERFACE (IF APPLICABLE) FOR MORE SPECIFIC INFORMATION REGARDING NCIC RESPONSES. YOUR SYSTEM MAY USE DIFFERENT TERMINOLOGY.

D. Guidelines

IO #7

1. Policy Issues

   None applicable for an NCIC unidentified person record cancellation.

2. General Information

   a. Cancellation of an NCIC unidentified person record is restricted to the agency that entered the record.

   b. A cancellation transaction will remove the entire record from file including supplemental SMTs and dental information.

   c. A supplemental dental cancellation transaction will delete all dental information from the record identified.

XI. RETENTION PERIOD

IO #8

An unidentified person record will remain in NCIC for **year of entry plus nine additional years or until the record has been cleared or canceled by the entering agency.**

OH #31

XII. CONCLUSION

The NCIC Unidentified Person File has been instrumental in solving many cases involving living or deceased individuals. As of January 1, 1992, there were 2,203 records entered into the NCIC Unidentified Person File.

It is important to remember:

1. The NCIC Unidentified Person File is designed to store records containing the **physical descriptors**, **dental characteristics**, and **personal accessories** of unidentified deceased or living individuals and catastrophe victims.
2. There are **four categories** that may be used when entering an unidentified person record into NCIC: **unidentified deceased individuals**; **unidentified living individuals**; **unidentified catastrophe victims**; and **body parts** when a body has been dismembered.
3. **Supplemental scars, marks, tattoos, and other characteristics**, i.e., amputations, fractures, and **dental information** may be appended to an unidentified person record.
4. The **NCIC Unidentified Person File** is **cross-searched** against the **NCIC Missing Person File** whenever a record is entered, updated, or modified.

INSTRUCTOR'S NOTE: SHOW "NCIC UNIDENTIFIED PERSON FILE" VIDEO (PLAYING TIME - 8:45 MINUTES).

Effective utilization of the guidelines presented in this lesson plan will help ensure that the correct procedures are followed in the inquiry, entry, supplemental, modification, clear, and cancellation of all unidentified person records.

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OVERHEAD TRANSPARENCIES

UPF-OH #1-31

The NCIC Unidentified Person File Lesson Plan

7/1/92

THE NCIC UNIDENTIFIED PERSON FILE

DEFINITION OF AN UNIDENTIFIED PERSON FOR NCIC PURPOSES

NCIC DEFINES AN UNIDENTIFIED PERSON AS ANY UNKNOWN DECEASED OR LIVING PERSON.

THE DEFINITION INCLUDES, BUT IS NOT LIMITED TO:

- **BODY PARTS**
- **AMNESIA VICTIMS**
- **INFANTS**
- **INDIVIDUALS WITH ALZHEIMER'S DISEASE**
- **SKELETAL REMAINS**
- **AIRPLANE CRASH VICTIMS**

FOUR CATEGORIES OF UNIDENTIFIED PERSON RECORDS

1) Any unidentified deceased

2) A person of any age who is living and unable to ascertain his/her identity

3) Any unidentified catastrophe victim

4) Body parts when a body has been dismembered

UNIDENTIFIED PERSON FILE INQUIRIES

1) Body Parts Status Field

2) Nonunique Identifiers

3) Originating Agency Case (OCA) Number

4) NCIC (NIC) Number

REQUIREMENTS FOR INQUIRY OF NCIC UNIDENTIFIED PERSON RECORD

Message Key (MKE) and Originating Agency Identifier (ORI) Must Be Used, In Addition To*:

* **Body Parts Status (BPS) Field**

or

* **Nonunique Identifiers (Approximate Age, Sex, Race, Approximate Height, Approximate Weight, Eye Color, and Hair Color)**

or

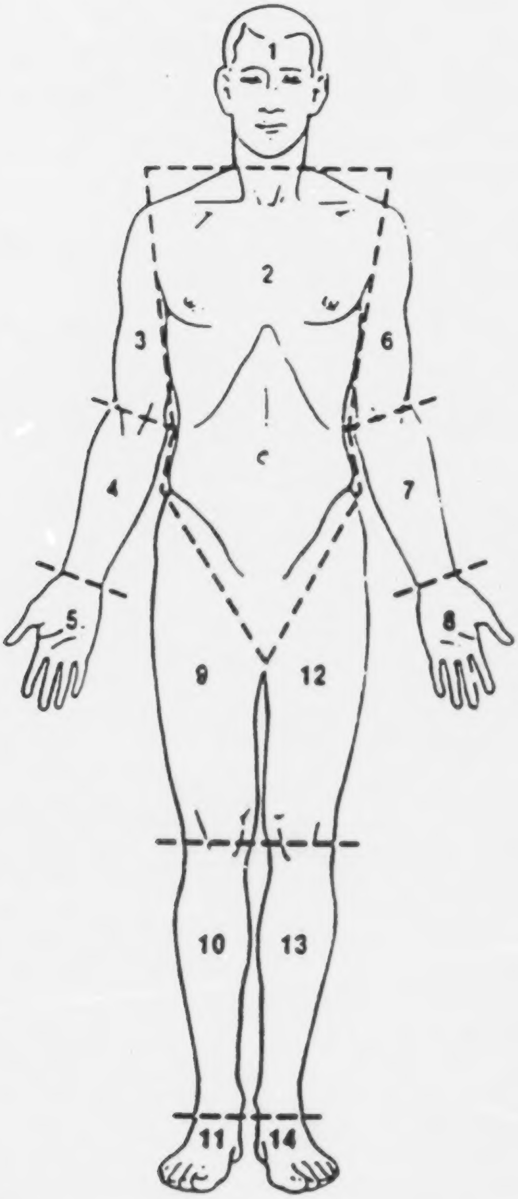
* **Originating Agency Case (OCA) Number**

or

* **NCIC (NIC) Number**

DIAGRAM FOR BODY PARTS STATUS FIELD

N - Not Recovered
R - Recovered
S - Skeletal



☐ 1. HEAD

☐ 2. TORSO

☐ 3. RIGHT UPPER ARM

☐ 4. RIGHT FOREARM

☐ 5. RIGHT HAND

☐ 6. LEFT UPPER ARM

☐ 7. LEFT FOREARM

☐ 8. LEFT HAND

☐ 9. RIGHT UPPER LEG

☐ 10. RIGHT LOWER LEG

☐ 11. RIGHT FOOT

☐ 12. LEFT UPPER LEG

☐ 13. LEFT LOWER LEG

☐ 14. LEFT FOOT

Instructions:

The purpose of the body parts status is to link two or more agencies that recover parts of one body. Therefore, body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the Body Parts Status Field. Body parts which were amputated antemortem should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.

EXAMPLES OF UNIDENTIFIED PERSON FILE INQUIRIES

BPS Field Record Inquiry

```
QU.DCFBIWAN1.BPS/RRRRRRRNNNRRRR
```

```
DCFBIWAN1
FOLLOWING ARE ABBREVIATED RECORDS WHICH MATCH YOUR INQUIRY ON:
BPS/RRRRRRRNNNRRRR.

BPS               SEX/RAC  EYB        EDD     DBF     ORI        NIC
NNNNNNNRNNNNNN    F/U   1945-1965  000084  071884  WA0320000  U138346951
NNNNNNNNRRNNNN    U/U   1968-1972  060484  061884  PA0630500  U126729953

MAKE INQUIRY ON NIC NUMBER TO RETRIEVE COMPLETE RECORD.
```

EXAMPLES OF UNIDENTIFIED PERSON FILE INQUIRIES

BPS Field Record Inquiry with AREA Field

```
QU.DCFBIWAN1.BPS/RNNNNNNNNNNNNN.SEX/F.ARE/PA

DCFBIWAN1
FOLLOWING ARE ABBREVIATED RECORDS WHICH MATCH YOUR INQUIRY ON:
BPS/RNNNNNNNNNNNNN.

BPS                 SEX/RAC  EYB       EDD     DBF     ORI        NIC
NNNNNNNRNNNNNN        F/W  1960-1967  000083  041584  MDMSP0000  U124209090
NNNNNNNRRNNNNN        F/W  1968-1972  060484  061884  PA0630500  U126729953

MAKE INQUIRY ON NIC NUMBER TO RETRIEVE COMPLETE RECORD.
```

NONUNIQUE IDENTIFIER INQUIRY

The Following Fields are Mandatory

Message Key

Originating Agency Identifier

Approximate Age (+/- 1 yr. is searched)

Sex

Race

Eye Color

Hair Color

Approximate Height (+/- 3" is searched)

Approximate Weight (+/- 10 lbs. is searched)

Nonunique Identifier Inquiry

```
QU.DCFBIWAN1.AGE/36.SEX/M.RAC/W.HGT/509.WGT/180.EYE/BRO.HAI/BRO
```

```
DCFBIWAN1
NCIC HAS 0003 POSSIBLE MATCHES FOR YOUR INQUIRY.  THE TWO
HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF
UP TO 20 OF THE HIGH SCORE RECORDS. CONTACT NCIC FOR OFF-LINE
SEARCH FOR ALL RECORDS.
```

Princess Doe Record

```
DCFBIWAN1

MKE/UNIDENTIFIED DECEASED
ORI/NJ0210400 BPS/RRRRRRRRRRRRRR SEX/F RAC/W EYB/1962-1968
EDD/071182 DBF/071582 HGT/502-502 WGT/090-110 EYE/XXX HAI/BRO
FPC/22171520PO2010PIPMPM OCA/821719 FPA/N BXR/F
MIS/BLT/O TH UNK - SHLDLENGTH HAIR - RED NAIL POLISH RT HND, NO NAIL
    POLISH LT HND - DBL PRCD L EAR - BODY FOUND MIS R EAR, MIS R EYE,
    MIS L EYE - V NECK PULLOVER WITH YEL/BLU/BLK PIPING - RED/WHI/BLU
    PRINT WRAP SKIRT WITH LOWER BORDER OF PEACOCKS
CDA/H BLUNT FORCE INJURY TO HEAD
JWT/NE
JWL/GOLD COLORED CHAIN WITH SMALL WHITE BEADS-14K GOLD CROSS WITH
     ORNATE DESIGN ATTACHED
MAN/INSTITUTE OF FORENSIC SCIENCES CASE/21820165/9182
MAL/NEWARK NJ MAT/201 648-7259
ORI IS BLAIRSTOWN TWP PD BLAIRSTOWN NJ
SMT/PRCD L EAR
```

Princess Doe Record (Cont)

DENTAL CHARACTERISTICS

DXR/Y MPA/Y DRE/LOWER FRONT TEETH CROWDED

TOOTH	STAT	RSTRTNS/CARIES					APPL	OTHER CHAR
		M	O	D	B	L		
1	X							
3			1					
I 12				9				
14		1	1					
16	I							
17	I							
18		9	9					
19		1	1	9				
L 21								H
M 22								H
N 23								H
O 24								HD
R 27			1					
T 29				9				
30		9		9	9			
31			9					

NIC/U103701173

NCIC UNIDENTIFIED LIVING PERSON ENTRY ACKNOWLEDGEMENT

EUL.DCFBIWAN1..M.B.1951-1956..012186.509-509.158-158.BRO.BLK.MISS LRLEG.
12XI11CODMDI1459PM13.12345.SUFFERING FROM AMNESIA, VICTIM FOUND WEARING
BLUE JEANS, DARK BLUE TSHIRT, GREEN ARMY JACKET, WHITE NIKE TENNIS SHOE
LOWER LEG AMPUTATED.ABNEG.U.N.N...WA,RI.SEIKO WATCH AND GOLD WEDDING
RING SIZE 8

DCFBIWAN1
OCA/ 12345 NIC/U257902663

MISSING PERSON/UNIDENTIFIED PERSON AUTOMATIC CROSS-SEARCH PROGRAM

- Automatic Comparison by Computer of Physical Descriptors
- Administrative Messages ($.M. and $.N.)

$.M. Administrative Message

```
$.M. L01
WV1012600

YOUR RECORD WITH NIC/U123456789 OCA/  3456789 IS A POSSIBLE MATCH
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U123456789.

                  SEX/                                         DBF/
NIC            ST RAC EYB/YOB     HGT     WGT     EYE HAI   DLC       MATCH  DATA

M111444777     MD M/W   43        510     150     HAZ BRO  010179    FPC/EYE/SMT
M827362564     VA  M/B  42        508     138     HAZ BRO  052677    EYE
M987654321     CA  M/A  44        509     160     BRO GRY 101079     HAI
M182736473     PA  M/I  43        508     145     BRO BRO 092878     ALL FIELDS
M182736473     AZ  M/I  43        508     145     BRO BLN 092878     ALL FIELDS
M827364536     NV  M/W  40        505     130     BRO BRO 020777     ALL FIELDS

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).
```

$.N. Administrative Message

```
$.N. L01
WV1012600
YOUR RECORD WITH NIC/U123456789 OCA/  3456789 HAS BEEN SEARCHED.
THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.
```

ON-LINE QUALITY CONTROL PROGRAM

MISSING DATA IN MISSING/UNIDENTIFIED PERSON RECORDS

($.K.)

Effective February 2, 1992

- An automated review of the Missing and Unidentified Person Files (BLT, DCH, FPC, JWT, and SMT)
- Enhance the quality of missing juvenile records
- Benefit the missing/unidentified cross-search program
- Assist agencies in complying with the National Child Search Assistance Act of 1990

$.K. ADMINISTRATIVE MESSAGE

$.K.MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON
NOTIFICATION AT 1600 EST 083090. YOUR ENTRY
NIC/M000069216, OCA/TEST56789 HAS INFORMATION MISSING
FROM ONE OR MORE OF THE FOLLOWING KEY DATA FIELDS:
BLT, DCH, FPC, JWT, SMT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON JUVENILE RECORD
ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W
POB/TX DOB/060675 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SOC/123456789 DLC/120182
OCA/TEST56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216
ORI IS ANY CITY PD MD

DUPLICATE ENTRY ALREADY ON FILE

```
EUL.DCFBIWAT9..M.B.1951-1956..012186.509-509.158-158.BRO.BLK.MISS LRLEG.
12XI11CODMDI1459PM13.12345.SUFFERING FROM AMNESIA, VICTIM FOUND WEARING
BLUE JEANS, DARK BLUE TSHIRT, GREEN ARMY JACKET, WHITE NIKE TENNIS SHOE
LOWER LEG AMPUTATED.ABNEG.U.N.N...WA,RI.SEIKO WATCH AND GOLD WEDDING
RING SIZE 8

DCFBIWAN1
REJ ON FILE

MKE/UNIDENTIFIED LIVING PERSON
ORI/DCFBIWAN1 SEX/M RAC/B EYB/1951-1956
DBF/012186 HGT/509-509 WGT/158-158 EYE/BRO HAI/BLK
FPC/12XI11CODMDI1459PM13 OCA/12345 BLT/ABNEG CRC/U FPA/N BXR/N
MIS/SUFFERING FROM AMNESIA, VICTIM FOUND WEARING BLUE JEANS,
    DARK BLUE TSHIRT, GREEN ARMY JACKET, WHITE NIKE TENNIS SHOE
    LOWER LEG AMPUTATED
JWT/WA RI
JWL/SEIKO WATCH AND GOLD WEDDING RING SIZE 8
ORI IS FBI HEADQUARTERS WASHINGTON DC
NIC/U257902663
```

UNIDENTIFIED PERSON FILE SUPPLEMENTAL RECORD ENTRIES

- Scars, Marks, Tattoos, and Other Characteristics i.e. amputations, fractures
- Dental Information

UNIDENTIFIED PERSON FILE SUPPLEMENTAL RECORD ENTRIES

Supplemental Scars, Marks, Tattoos, and Other Characteristics

EUN.DCFBIWAN1.NIC/U257902663.OCA/12345.SMT/SC UL ARM

DCFBIWAN1
ENTRY SUPP NIC/U257902663 OCA/ 12345
SMT/SC UL ARM

Supplemental Dental Information

ED.DCFBIWAN1.NIC/U257902663.OCA/12345.Y.N.VICTIM HAS NUMEROUS CARIES.001/A,016/X,017/X,032/A,034/1,068/1,127/1,126/2,217/G, 218/C,219/G,226/HD,248/CLF,044/1,076/1,140/1

DCFBIWAN1
ENTRY DENTAL DATA NIC/U257902663 OCA/ 12345

Base Record with Supplemental Information Appended

```
QU.DCFBIWAN1.NIC/U257902663

DCFBIWAN1

MKE/UNIDENTIFIED LIVING PERSON
ORI/DCFBIWAN1 SEX/M RAC/B EYB/1951-1956
DBF/012186 HGT/509-509 WGT/175-180 EYE/BRO HAI/BLK
FPC/12XI11CODMDI1459PM13 OCA/12345 BLT/ABNEG CRC/U FPA/N BXR/N
MIS/SUFFERING FROM AMNESIA, VICTIM FOUND WEARING BLUE JEANS,
    DARK BLUE TSHIRT, GREEN ARMY JACKET, WHITE NIKE TENNIS SHOE
    LOWER LEG AMPUTATED
JWT/WA RI
JWL/SEIKO WATCH AND GOLD WEDDING RING SIZE 8
ORI IS FBI HEADQUARTERS WASHINGTON DC
SMT/MISS LRLEG   SC UL ARM
```

Base Record with Supplemental Information Appended (Cont)

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES

	TOOTH	STAT	RSTRTNS/CARIES					APPL	OTHER CHAR
			M	O	D	B	L		
	1	A							
	2		1						HD
A	4			1					
I	12		1	1		1			
	16	X							
	17	X							
O	24								CLF
P	25							G	
Q	26							C	
R	27							G	
	30				2				
	31				1				
	32	A							

NIC/U257902663

PURPOSE OF A MODIFICATION

AN NCIC UNIDENTIFIED PERSON RECORD MAY BE MODIFIED TO:

ADD, DELETE, OR CHANGE INFORMATION IN THE RECORD.

NCIC UNIDENTIFIED PERSON RECORD MODIFICATION

```
QU.DCFBIWAN1.NIC/U257902663

DCFBIWAN1

MKE/UNIDENTIFIED LIVING PERSON
ORI/DCFBIWAN1 SEX/M RAC/B EYB/1951-1956
DBF/012186 HGT/509-509 WGT/158-158 EYE/BRO HAI/BLK
FPC/12XI11CODMDI1459PM13 OCA/12345 BLT/ABNEG CRC/U FPA/N BXR/N
MIS/SUFFERING FROM AMNESIA, VICTIM FOUND WEARING BLUE JEANS,
    DARK BLUE TSHIRT, GREEN ARMY JACKET, WHITE NIKE TENNIS SHOE
    LOWER LEG AMPUTATED
JWT/WA RI
JWL/SEIKO WATCH AND GOLD WEDDING RING SIZE 8
ORI IS FBI HEADQUARTERS WASHINGTON DC
NIC/U257902663


MU.DCFBIWAN1.NIC/U257902663.OCA/12345.WGT/175-180.SMT/MISS LRLEG

DCFBIWAN1
MODIFY NIC/U257902663 OCA/   12345
```

Modified Record

```
QU.DCFBIWAN1.NIC/U257902663

DCFBIWAN1

MKE/UNIDENTIFIED LIVING PERSON
ORI/DCFBIWAN1 SEX/M RAC/B EYB/1951-1956
DBF/012186 HGT/509-509 WGT/175-180 EYE/BRO HAI/BLK
FPC/12XI11CODMDI1459PM13 OCA/12345 BLT/ABNEG CRC/U FPA/N BXR/N
MIS/SUFFERING FROM AMNESIA, VICTIM FOUND WEARING BLUE JEANS,
    DARK BLUE TSHIRT, GREEN ARMY JACKET, WHITE NIKE TENNIS SHOE
    LOWER LEG AMPUTATED
JWT/WA RI
JWL/SEIKO WATCH AND GOLD WEDDING RING SIZE 8
ORI IS FBI HEADQUARTERS WASHINGTON DC
SMT/MISS LRLEG
NIC/U257902663
```

PURPOSE OF A CLEAR

AN NCIC UNIDENTIFIED PERSON RECORD IS CLEARED WHEN:

1) THE AGENCY IDENTIFYING THE PERSON IS THE AGENCY THAT ENTERED THE RECORD

OR

2) THE AGENCY THAT ENTERED THE RECORD IS OFFICIALLY ADVISED THAT THE PERSON HAS BEEN IDENTIFIED BY ANOTHER AGENCY

NCIC UNIDENTIFIED PERSON RECORD CLEAR

CU.DCFBIWAN1.NIC/U257902663.OCA/12345.011492

DCFBIWAN1
CLEAR NIC/U257902663 OCA/ 12345

PURPOSE OF A CANCELLATION

AN NCIC UNIDENTIFIED PERSON RECORD IS CANCELED WHEN:

THE ENTERING AGENCY DETERMINES THAT THE INFORMATION CONTAINED IN THE RECORD IS **INVALID** OR **INACCURATE**.

NCIC UNIDENTIFIED PERSON RECORD CANCELLATION
(ENTIRE RECORD)

```
XU.DCFBIWAN1.NIC/U257902663.OCA/12345.011492

DCFBIWAN1
CANCEL  NIC/U257902663 OCA/    12345
```

NCIC UNIDENTIFIED PERSON SUPPLEMENTAL RECORD CANCELLATION

```
XUN.DCFBIWAN1.NIC/U257902663.OCA/12345.SMT/SC UL ARM

DCFBIWAN1
CANCEL SUPP NIC/U257902663 OCA/    12345
   SMT/SC UL ARM
```

```
XD.DCFBIWAN1.NIC/U257902663.OCA/12345

DCFBIWAN1
CANCEL DENTAL DATA NIC/U257902663 OCA/    12345
```

UNIDENTIFIED PERSON FILE RETENTION PERIOD

YEAR OF ENTRY, PLUS NINE YEARS

OR

UNTIL THE RECORD HAS BEEN CLEARED OR CANCELED BY THE ENTERING AGENCY

HANDOUT MATERIAL

UPF-HD #1-17

The NCIC Unidentified Person File Lesson Plan

7/1/92

Public Law 97-292
97th Congress

An Act

To amend title 28, United States Code, to require the Attorney General to acquire and exchange information to assist Federal, State, and local officials in the identification of certain deceased individuals and in the location of missing persons (including unemancipated persons).

Oct. 12, 1982
[H.R. 6976]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Missing Children Act".

Missing Children Act.
28 USC 1 note.

SEC. 2. (a) Section 534(a) of title 28, United States Code, is amended—

(1) by striking out "and" at the end of paragraph (1);

(2) by redesignating paragraph (2) as paragraph (4);

(3) by inserting after paragraph (1) the following new paragraphs:

Deceased individuals.

"(2) acquire, collect, classify, and preserve any information which would assist in the identification of any deceased individual who has not been identified after the discovery of such deceased individual;

"(3) acquire, collect, classify, and preserve any information which would assist in the location of any missing person (including an unemancipated person as defined by the laws of the place of residence of such person) and provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin of that person (and the Attorney General may acquire, collect, classify, and preserve such information from such parent, guardian, or next of kin);"; and

(4) by striking out "exchange these records" in paragraph (4) (as so redesignated) and inserting in lieu thereof "exchange such records and information".

(b) Section 534(b) of title 28, United States Code, is amended—

(1) by inserting "and information" after "records"; and

(2) by striking out "(a)(2)" and inserting "(a)(4)" in lieu thereof.

SEC. 3. (a) The heading for section 534 of title 28, United States Code, is amended to read as follows:

Princess Doe Record

```
DCFBIWAN1

MKE/UNIDENTIFIED DECEASED
ORI/NJ0210400 BPS/RRRRRRRRRRRRRR SEX/F RAC/W EYB/1962-1968
EDD/071182 DBF/071582 HGT/502-502 WGT/090-110 EYE/XXX HAI/BRO
FPC/22171520PO2010PIPMPM OCA/821719 FPA/N BXR/F
MIS/BLT/O TH UNK - SHLDLENGTH HAIR - RED NAIL POLISH RT HND, NO NAIL
     POLISH LT HND - DBL PRCD L EAR - BODY FOUND MIS R EAR, MIS R EYE,
     MIS L EYE - V NECK PULLOVER WITH YEL/BLU/BLK PIPING - RED/WHI/BLU
     PRINT WRAP SKIRT WITH LOWER BORDER OF PEACOCKS
CDA/H BLUNT FORCE INJURY TO HEAD
JWT/NE
JWL/GOLD COLORED CHAIN WITH SMALL WHITE BEADS-14K GOLD CROSS WITH
      ORNATE DESIGN ATTACHED
MAN/INSTITUTE OF FORENSIC SCIENCES CASE/21820165/9182
MAL/NEWARK NJ MAT/201 648-7259
ORI IS BLAIRSTOWN TWP PD BLAIRSTOWN NJ
SMT/PRCD L EAR
```

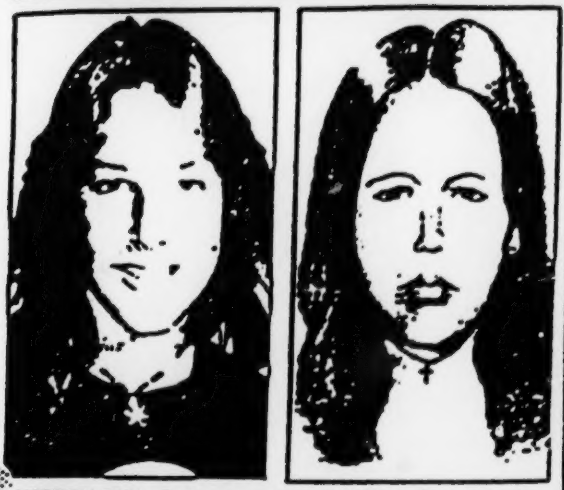
Princess Doe Record (Cont)

DENTAL CHARACTERISTICS

DXR/Y MPA/Y DRE/LOWER FRONT TEETH CROWDED

TOOTH	STAT	RSTRTNS/CARIES					APPL	OTHER CHAR
		M	O	D	B	L		
1	X							
3			1					
I 12				9				
14		1	1					
16	I							
17	I							
18		9	9					
19		1	1	9				
L 21								H
M 22								H
N 23								H
O 24								HD
R 27			1					
T 29				9				
30		9		9	9			
31			9					

NIC/U103701173



MYSTERY GIRL: Police are uncertain if Diane Dye, left, who disappeared from San Jose, Calif., in 1979 is Princess Doe, right, whose body was found in Blairstown, N.J. in 1982

Policeman's quest becomes an obsession

PRINCESS DOE
MISSING FROM HOME
DEAD AMONG STRANGERS
REMEMBERED BY
BODY FOUND
1982

By Pete Bryon

GRAVESITE: Former policeman Eric Kranz, who spent 28 months investigating the death of 'Princess Doe,' at her tombstone.

BEST COPY AVAILABLE

By Marilyn Adams
USA TODAY

BLAIRSTOWN, N.J. — The tombstone says "Princess Doe" — no parents' names, no date or place of birth — just a young girl beaten beyond recognition and dumped in a cemetery.

She became the first entry in the FBI's national computer of unidentified persons. Hundreds of tips and leads bulge from her 2½-year-old police file — all dead-ends.

Still, Princess Doe remains one cop's obsession.

"This investigation is as dead as the flowers on her grave," said Eric Kranz, wishing it weren't.

The former police detective who spent 28 months dogging the case is bitter. He says Princess Doe is being swept under the rug by police who want to link her to a California runaway. "I think they just want to shut down the case. I think there were a lot of red faces over it."

It's far too typical, he says: Police don't push hard enough to find the estimated 1.5 million kids reported missing each year. They're not taking care to put names and vital data into a national computer that could help find kids — or to identify them when they're found dead.

New Jersey investigators deny they're trying to close the case. They say a lot of evidence links Princess Doe to Diane Dye of San Jose, Calif.

But they have little more to go on that they did that July 1982 morning when a startled cemetery caretaker discovered the remains of a petite brunette, aged 14-18, with no ID. She'd been dead two or three days, the victim of blows from a blunt weapon. The blows and summer heat had badly marred her face.

Blairstown, population 4,500, was stunned. "She was a person so mutilated and so young, thrown away like a piece of garbage," said police Chief Norm Bedell.

Kranz, a 13-year veteran got the case. Fearing she'd be written off as just another "Jane Doe," he borrowed his daughter's nickname, Princess, and set out to spread details of the case far and wide.

He traveled through four states tracking leads, holding press conferences; 33,000 fliers with an artist's version of her face were sent nationwide.

"trembling in her voice, saying, 'My Julie has been missing for a couple of years now. ... She could be your Princess Doe.'"

He talked to convicted mass murderers Henry Lee Lucas in Texas and Ottis Toole in Florida, both of whom claim to have killed Princess Doe. Neither convinced Kranz.

When her name went into the FBI computer, out came names of 7,000 missing girls who matched her general description. Police checked them all. Nothing. In April 1984, a new name surfaced: Diane Dye of San Jose, 13 when she left home in 1979.

Dye's height, 5-foot-2, weight, 105 pounds, shoulder-length brown hair and oval face resembled Doe's, and the girls had fillings in two of the same teeth. But Doe had two extra fillings, and further tests led to confusion.

Forensic experts disagreed on the dental charts; no blood or fingerprint matches could be made because no records for Dye existed. In November, 1984, Kranz — exhausted by the case — quit the force.

Two months later, New Jersey and California police announced a suspected Dye-Doe link, sparking protests from Dye's parents and from Kranz. He feared a false ID would hurt chances of finding Doe's killer.

A key opinion came from Norman Sperber, nationally known forensic dentist. "There's no possibility they're the same girl," he said. Examining both girls' dental charts, he charged New Jersey police were "trying to fit a square peg into a round hole."

But a New Jersey dentist thought the charts matched. "We can't eliminate Dye and we can't say it's her," said David Heater, investigator for the Warren County, N.J., prosecutor. "We have to pursue every lead we have."

Dye's father, William, believes his daughter, gone now 5½ years, would have been taller than Doe. "I'm never going to give up hope."

Kranz, now working for a small, New Jersey-based foundation that looks for missing kids, still longs for an answer to the Princess Doe mystery. He's convinced her real name and description were never entered into the computer as missing.

"If she had been in that

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Lost and Found

A man with amnesia discovers his true identity thanks to an NCIC hit using nonunique identifiers. On December 2, 1990, a man entered a church in San Francisco and said he was lost and had no clues as to his identity. The man was diagnosed as having amnesia caused by a severe blow to the head. He had been mugged and all his personal identification stolen.

Despite medical treatment, the man recalled little information concerning his identity and past. He did remember that his birthday might be October 14, 1969, and that he might have a relative in law enforcement. During this time, he assumed the name of Eric Green.

This might have been the end of Green's story except for the fact that an FBI Special Agent happened to be watching a news piece featuring the unidentified man. The Special Agent arranged a meeting with Green and obtained a complete physical description for entry into the NCIC Unidentified Person File.

The agent contacted the NCIC User Services in Washington, D.C., and was advised to first conduct a query of the Missing Person File using the nonunique identifiers. If that was not successful, then an off-line search of the Missing Person File should be done.

Slight variations of the nonunique identifiers were entered into NCIC, and a hit was received. Following proper procedure, the agent then contacted the Nebraska Police Department that had made the original Missing Person File entry.

It was discovered that on November 29, 1990, Mr. Green had left Nebraska, taken a bus to San Francisco, and was mugged soon after his arrival. Although he was still unable to remember his past, he was ecstatic to find his true identity.

A law enforcement teleconference in September, 1990, which focused on the uses of the NCIC Missing and Unidentified Persons File helped the Special Agent to solve this case.

NCIC Hit Ends 22 Years of Separation

In December, 1968, Glenn Lail's home was burglarized, and his treasured 30-30 Winchester rifle stolen. In November, 1990, New York State Trooper Dennis Blythe was investigating a potential suicide and performed a routine NCIC search on a serial number of a rifle related to that case. The officer confirmed a match in the serial numbers of the rifle and the Winchester stolen 22 years earlier.

Man and rifle were successfully reunited during the Christmas holidays. Coincidentally, this was the same time of year that the rifle had been reported stolen. "We've never had one (returned) after 23 years," said police Sgt. Don Lee of Anne Arundel County, Md. Lee, who informed Lail of the discovery, said the owner was quite happy about it.

The whereabouts of the rifle during the two decades, however, still remains a mystery. What is known is that the potential suicide victim in New York was only four years old in 1968. He allegedly received the rifle from his father, who is now deceased.

Remember: Off-line searches can be obtained from your state Control Terminal Agency, by calling the NCIC User Services at 202-324-NCIC, or by sending an NLETS message to DCFBIWAT8.

These reunions are just two of the many examples of successful recoveries of stolen property or missing persons due to NCIC's nationwide network. It is also a good reminder for NCIC users to always thoroughly record all important information on the System that is related to the case. Remember, the original data entered after the rifle was reported stolen and the man reported missing provided no immediate information to help solve the cases. However, the nonunique search and the inquiry on the available information in a routine investigation were handled properly, and both stories came to a happy ending.

U.S. Department of Justice
Federal Bureau of Investigation
National Crime Information Center (NCIC)

88-2

NCIC Newsletter

Skeleton Identified by Matching Dental Data

On April 16, 1985, a 23-year-old woman living in Bethpage, New York, left her home to meet an ex-boyfriend. The woman failed to return home when expected and her concerned roommates contacted the police. The Nassau County Police Department initiated an investigation and entered a missing person record into NCIC. The record contained all pertinent data including: height, 5'4"; weight, 105 pounds; brown hair; brown eyes; wearing jeans, boots, and sweater; and dental information. The investigation continued over the next several months and still no clues surfaced as to the whereabouts of the woman.

On December 30, 1985, hunters found the skeletal remains of a woman in a sparsely wooded area in Bristol Township, Pennsylvania, less than a mile from the Pennsylvania/New Jersey border. The woman apparently died from gunshot wounds. Investigators estimated that the 95 percent decomposed body had been there four to eight months. The Bristol Township Police Department was unable to identify the woman as a local resident and over 100 leads proved negative. Authorities enlisted the services of an anthropologist and a forensic artist. Together, they used the skull to construct a bust of the woman to use in the identification process. Photographs of the bust were disseminated accordingly.

As part of the investigation, the Bristol Township Police entered an unidentified person record into NCIC. The victim was described as white, between 21 and 30 years old, between 5'4" and 5'6", weighing between 95 and 115 pounds, wearing designer jeans and a turquoise sweater. The record was entered on January 7, 1986, and the following week it was updated to add dental information. The automatic cross-search of missing person records conducted the following morning provided over 300 possible matches. The first and highest-scoring of those was the record entered by the Nassau County Police Department. Contact between the two entering agencies led to the positive identification of the victim through dental records.

(Continued on Page 8)

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Skeleton Identified by Matching Dental Data

(Continued from Page 1)

One interesting fact in this case was the bust constructed from the skull by the forensic artist and anthropologist was almost identical to a photograph of the missing woman.

As a result of the investigation, two suspects were arrested for murder in the first degree and are scheduled to appear in court on May 31, 1988. If convicted, they each face up to a life sentence or possibly the death penalty.

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John and Jane Does' Identities Discovered

BODY IDENTIFIED AFTER TWO YEARS

On May 8, 1986, the decomposed body of a white male was found in Susquehanna Township, Pennsylvania. The authorities had no clue as to the identity of the body except for general descriptors and cause of death. The man was 5'4" tall with bright red shoulder length hair. An autopsy determined the cause of death to be a skull fracture. The Pennsylvania State Police, Harrisburg, entered the information on the body into the NCIC Unidentified Person File. No positive match was found.

Two years later on May 2, 1988, the Sheriff's Department in Washington County, Maryland, entered a missing person report into the NCIC Missing Person File. Two possible matches were detected by the NCIC computer. One for a body found in Dade County, Florida, and the other for the body discovered in Pennsylvania. Dental records were sent to the Sheriff's Department in Susquehanna Township, and on May 4, 1988, a positive identification was made on the unidentified body buried in the "John Doe" grave.

One reason for the delay in entering the missing person record was the victim had advised his family he was leaving Maryland and would contact them later when he had established a new residence.

IDENTITY KNOWN, CASE UNSOLVED

The skeletal remains of a young woman were found in December, 1987, in a remote part of Loudoun County, Virginia. A thorough investigation by the Loudoun County Sheriff's Office included a clay sculpture reconstruction of the victim's skull and a detailed NCIC record entry in the Unidentified Person File. The record included estimated height and weight, hair color, clothing description, estimated date of death, and complete dental characteristics.

In April, 1988, the police department in Mechanicsburg, Pennsylvania, entered a Missing Person File record for a young woman last seen by her family in July, 1987. She was known to hitchhike and had recognized mental problems. The NCIC computer provided a list of unidentified person records that closely matched their missing person record. The closest match was with the unidentified person record entered by Virginia authorities. Examination of dental records confirmed the body's identity as the person missing from Pennsylvania.

Even though the skeletal remains have been identified, Loudoun County investigators have yet to solve the mystery of who murdered the young woman from Pennsylvania.

We Want To Know Your Story

Since February, 1984, when software was created to compare, on a daily basis, records entered into the Unidentified Person File with records in the Missing Person File, and vice-versa, 14 persons are known to have been identified by the NCIC System. As there is no requirement to report results, these 14 cases were discovered in media reports and through incidental follow-up contact by the NCIC Staff with the involved agencies.

Generally, agencies exhaust all other means of identification before investigators enter unidentified person records into NCIC. For example, local, state, and Federal fingerprint file searches are made first and news media present the details. This may account for identifications that otherwise would have been accomplished with NCIC assistance. Additionally, dental classification may be critical in making positive identification of the deceased. NCIC users are encouraged to always obtain medical assistance to classify the deceased dental structure before the remains are buried.

NCIC would like to hear about individuals identified with assistance of the NCIC Unidentified Person File. Please send us information about positive results.

Two Unidentified Person Cases Solved Via NCIC

The New Jersey State Police Headquarters, Missing Persons Unit, recently advised NCIC of two interesting matches on NCIC missing person records. One was the result of an automatic cross-search of the Missing Person File caused by the entry and update of an unidentified person record. The other match followed the transmission of a nonunique missing person inquiry. Here are the details of each:

In the early morning hours of December 28, 1987, a man living at a nursing home in Chesilhurst, New Jersey, walked away from the home. The Chesilhurst Police Department was notified immediately of the disappearance, and an NCIC record was promptly entered.

The next day, police officers in Paterson, New Jersey, found the body of a deceased male in an abandoned building. The Medical Examiner determined that the man died of natural causes. Unable to make an identification, the Medical Examiner contacted the New Jersey State Police, Missing Persons Unit, nd provided a complete description of the man. On January 6, 1988, an unidentified person record was entered into NCIC. On February 9, 1988, the record was updated to include complete dental information.

The automatic cross-search of this record against those in the Missing Person File produced a list of possible matches including the record entered by the Chesilhurst Police Department. Follow-up action identified the body as that of the nursing home patient.

In the second case, a woman was struck and killed by a car in Deptford, New Jersey, on November 15, 1987. The woman did not have any identification, and authorities contacted the New Jersey State Police, Missing Persons Unit, for assistance. Using the general description of the woman, i.e., approximate height, weight, and age, sex, race, hair color, and eye color, a nonunique missing person inquiry was transmitted to NCIC. The NCIC computer furnished only one possible matching record. It was for a woman who had been reported missing to the Burlington Township Police Department in Burlington, New Jersey. She was last seen on November 14, 1987, the day before the fatal accident. All points of identification listed in the missing person record matched the accident victim, including a complete description of the clothing. A positive identification was made.

Through the efforts of the local authorities assisted by the NCIC Missing and Unidentified Person Files, two bodies were identified and returned to the concerned families.

Eight Plus Transactions Per Second

On April 19, 1988, the NCIC computer processed a record number of transactions for a one-day period. On that day, 715,525 transactions were processed. This new record is the third one set for 1988 (see chart below). As a note of interest, about 32% of the inquiries on the Interstate Identification Index result in a positive response. Over the years, the number of positive responses has risen due to the increase of records on file (over 11.7 million records on individuals as of May 2, 1988).

Record Highs for NCIC Transactions Processed

Day	Number of Transactions
January 22, 1988	703,637
February 26, 1988	706,694
April 19, 1988	715,525

Man, missing for two years, is found dead

Washington Co. victim believed slain in Pa.

From Staff and Wire Reports

HAGERSTOWN — A Washington County man who had been missing for two years has turned up dead, buried in a "John Doe" grave as the long-unidentified victim of an unsolved murder in Pennsylvania.

The man's decomposed body was found in a rugged section of Susquehanna Township, near Harrisburg, May 8, 1986. An autopsy determined the cause of death to be a skull fracture, and authorities believe the body had been dumped at the site two to six months before it was found.

But police had no clue to the victim's identity, except for his description — white, 5 feet 4 inches tall, 130 pounds, with bright red shoulder-length hair and a stubby, three- or four-day growth of beard.

"I think somebody would have run into him at one time or another and would have remembered him," said Detective Sgt. Donald Fleisher, a Susquehanna Township policeman who termed the description "unique." [illegible]t no one who had seen the man was found.

Earlier this month — almost two years to the day since the body was found — the investigation was revived with identification of the victim: 25-year-old James Douglas Kelbaugh.

The reason he had gone unidentified for two years, authorities said last week, was that no missing person report had been filed by police. When the name of James Douglas Kelbaugh was finally entered into the National Crime Information Center computer this month, it was linked almost immediately to the Pennsylvania murder case.

"It's been a nightmare. We've just been wondering all this time, thinking the information was in the missing-person computer," said George Sherman Kelbaugh, 54, father of the murder victim. "We found out that James is buried in a John Doe grave in Harrisburg. Now we will have to bring him back home."

Washington County Sheriff's Deputy Jack Willis said a missing-person report was not filed two years ago because the investigating officer believed Mr. Kelbaugh was still receiving Social Security checks at the Union Rescue Mission in Hagerstown.

"The procedure then was to simply put out an ATL — attempt to locate — on a person who might still be in the area," Deputy Willis said. "Now, with the new missing-person law, [illegible]h went into effect later that year [July [illegible]6], we put all people into the computer. But we didn't then."

However, the victim's mother, Joy Hahn, 52, who lives near Brownsville in southeastern Washington County, said no one ever told the sheriff's department that her son was still receiving checks at the rescue mission.

"When [the officer] took the first report in June 1986, my mother told him she had sent three checks back to Social Security, so he was not getting them," Mrs. Hahn said Thursday. "I'm not out to get anyone, every one of us makes mistakes. We just don't want this to happen to another family."

James Kelbaugh's last contact with his family was in January 1986 when he called his grandmother, Blanche Frye, 77, at her home near Brownsville. He told her that he had received his January Social Security mental disability check, which she had forwarded to him at the rescue mission, Mrs. Hahn said.

He also told her that he was leaving the area and that he would contact her later to give her a new address where she could forward his checks. She never heard from him again, and she returned his next three checks to the Social Security Administration.

In May 1986, Mrs. Hahn wrote to the Social Security office in Indiana, where she was living at the time, in an unsuccessful attempt to find out if her son was receiving his checks.

She then asked her mother to contact Washington County authorities. Family members assumed that a missing-person report had been filed. Several months passed, but Mrs. Hahn said she "thought it was a case of no news is good news."

Their spirits were lifted in January 1987 when a Social Security employee told the grandmother that her grandson was receiving checks.

"It was really a lift for us," Mrs. Hahn said, adding that she thought her son simply did not want his family to know where he was living.

But on April 28, an employee from the Social Security Administration headquarters in Baltimore told the grandmother that no checks had been sent since early 1986.

When Mrs. Hahn called the sheriff's department that same day, she was told that no missing-person report was on file. On May 2, a missing-person report on James Kelbaugh was officially filed — two years after he was first believed missing.

On May 4, the family learned he was dead.

"As soon as it went in the computer, two possible matches were kicked out — unidentified bodies in Dade County, Fla., and in Pennsylvania," Deputy Willis said, adding that the match was confirmed when he took Mr. Kelbaugh's dental records and fingerprint file to Harrisburg.

Sergeant Fleisher said although he now has a name for the murder victim, the investigation is going over old territory — trying to pinpoint Mr. Kelbaugh's whereabouts before he apparently was fatally injured by a blow to the head and dumped on the outskirts of Harrisburg.

Dauphin County (Pa.) Crime Stoppers has offered a reward of up to $1,000 for information leading to an arrest in the case. Sergeant Fleisher said people could call the township police at (717) 652-8265, or the Pennsylvania state police at (717) 787-7777.

"The major problem is there are no known associates whatsoever of this man in the Harrisburg area," Sergeant Fleisher said. "He left Hagerstown, Md., Jan. 13 en route to Harrisburg. At this point that is all we know."

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Tattoo and NCIC Help Agency Identify "Jane Doe"

On July 18, 1974, the decomposed body of a white female was found in an industrial sludge pit in Butler County, Ohio. Due to the advanced stages of decomposition, blood tests could not be performed nor could fingerprints be taken. There was no identification on the body, but there was a tattoo on the lower abdomen which read "Property of Tom". The woman's physical description was little help since it matched about 40 percent of the reported missing females from the area.

In January 1975, a woman identified the body as her daughter from Lone Mountain, Tennessee who had disappeared in the spring of 1974. The identification was based on a high school class ring found in the sludge pit and clothing taken from the body. The body was taken to Tennessee and buried. In April 1975, the actual missing daughter appeared at her mother's home very much alive, but reluctant to explain her previous whereabouts or the names of her companions during those nine months. The girl in the grave became "Jane Doe".

Exposure to NCIC's Unidentified Person File at the FBI Academy influenced a captain of the Butler County Sheriff's Department to enter an unidentified person record for "Jane Doe" on August 29, 1988. Information regarding the unique tattoo was added to the NCIC entry and the record was searched against all NCIC Missing Person records. The computer check produced records for three missing persons during this cross-match, one from Ontario, Canada, one from Wyoming, and one from Louisville, Kentucky. Each had or may have had tattoos. The highest scoring record ultimately led to identification of the body. This match occurred even though the estimated date of death was one day prior to the date of last contact in the missing person record. Identification was made through comparison of dental records with X-rays taken of the unidentified victim in 1974.

The body was ordered exhumed from Lone Mountain, Tennessee, in an effort to determine the cause of death. Although the pathologist report from July, 1974, listed the cause of death as unknown, more recent evidence supports death by homicide.

Through the cross-match of the NCIC Missing Person and Unidentified Person Files, a "Jane Doe" buried in Lone Mountain, Tennessee, has been identified as that of a married, mother of two from Kentucky missing for 14 years. Investigation is continuing.

NCIC Transaction Volume:

	Total Transactions	Average
August, 1988	19,738,303	636,719
September, 1988	19,539,324	651,311
October, 1988	25,044,019	807,872
November, 1988	24,455,158	815,172
December, 1988	24,459,188	789,006
January, 1989	26,397,212	851,523
February, 1989	24,184,783	863,742

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NCIC AUDITORS MAKE ROUNDS

In 1983, NCIC designed and implemented an audit program. In addition to its main goal of reviewing State Control Terminal Agency (CTA) management of NCIC within the state, the audit program also assists users in the identification and resolution of problems.

Another goal of the Audit Staff is to establish a pattern for auditing to be followed in future years. NCIC auditors visit a random sample of about 10% of the local agencies in a state. On each level, the auditors assess policy compliance and error rates in order to evaluate the State CTA performance.

Presently, states are scheduled for auditing every two years. On the average, a team of auditors will audit a state in about three weeks.

Agencies are informed in advance of an audit. An agency's preparation for the audit should include the review of record-keeping practices, communication procedures, and system policy. NCIC auditors intend to help local and state agencies reduce error rates and ensure compliance with policies and procedures. Records in the Wanted Person and Vehicle Files are reviewed by the auditors along with selected Interstate Identification Index transactions. Three of the most frequent problems encountered during an audit are failure to carefully validate records, failure to follow procedures established by the agency and NCIC, and inaction to clear records from the System in a timely manner.

The FBI holds a conference following the audit with the head of each local agency audited and with the head of the state agency. During these conferences, feedback is provided concerning any major problems that exist and possible solutions to them. Positive comments about good procedures recognized during the audit are also highlighted. State and local agencies strongly support the holding of these conferences citing policy compliance and operational problems as two of the biggest concerns.

More than 1,000 agencies have been audited to date and each contact has generated a positive result. The Staff appreciates the cooperation of the agencies audited thus far and looks forward to working with other users in the future.

BODY IDENTIFIED THROUGH CROSS-MATCH PROGRAM

On November 30, 1985, the skeletal remains of a black male were found in an abandoned freezer in a remote area of Monroe County, Alabama. Post mortem examination by the Alabama Department of Forensic Sciences showed that the man had been shot several times. All available information on the subject was collected and entered into the NCIC Unidentified Person File. This included complete dental information. The automatic cross-search of this record with missing person records provided a long list of possible matches. However, after following up on every possibility, the authorities were still unable to identify the victim.

In September, 1986, a sheriff's office in northern Florida entered a record for a man missing since February, 1985. On September 23, 1987, the dental information was appended to the missing person record. This caused the computer to search the record against all records in the Unidentified Person File. Based on the dental information, the NCIC computer matched the record with the Unidentified Person File record entered by Alabama authorities. Both entering agencies were notified via automatic match notification messages. Contact between the two agencies confirmed the match.

RUNAWAY YOUTH IDENTIFIED

On September 23, 1986, an officer with the Yonkers, New York, Police Department responded to a call concerning a young male runaway. Upon questioning, the boy gave his name and birth date, but was unable to give his address. He also claimed he was physically abused and refused to return home. All efforts to further identify the youth or the location of his home were fruitless. A check with the New York City Police Department (NYCPD), Missing Person Unit, did not reveal any missing person by the name given by the youth.

Arrangements were made to fingerprint the youth, and on October 27, his full description was entered into the NCIC Unidentified Person File. Upon entry, the record was searched against the missing person records in NCIC and 129 possible matches were found. The 100 highest-scoring records were furnished to the Yonkers Police Department. Within hours, the list was narrowed down to two records, one of which was for a 12-year-old boy reported missing to the New York City Police Department. Although the name in the missing person record did not match that given by the unidentified boy, the record showed the date of last contact with the missing person was September 23, 1986: the same day the Yonkers police had responded to the call on the "found" youth.

Contact with the NYCPD to obtain additional information on their missing person case revealed the specific locations of several scars and confirmed the date of birth, which was the same as that given by the boy in custody. A photograph of the missing person was requested for positive identification. Meanwhile, the boy in custody admitted his real name to authorities. That name matched the one in the missing person record. The boy was transferred to New York City authorities, thus closing the Yonkers unidentified person case.

NCIC TRANSACTION VOLUME

	TOTAL TRANSACTIONS	DAILY AVERAGE
December, 1986	15,525,431	500,820
January, 1987	16,502,941	532,352
February, 1987	15,877,765	567,063
March, 1987	17,932,402	578,465

NHTSA'S HIGH-THEFT CAR LIST

Part 541, Federal Motor Vehicle Theft Prevention Standard, 50 FR 43166, sets forth the requirements for inscribing or affixing identification numbers to covered original equipment and their replacement parts. This standard applies to all vehicles selected as high theft vehicles.

The National Highway Traffic Safety Administration (NHTSA) of the Department of Transportation has made a final determination as to which car lines are subject to the marking requirements of the motor vehicle theft prevention standard for 1987 model year automobiles. A complete list of these car lines is provided for your information. Please note: in two circumstances a specific model is not subject to the standard.

First, three 1987 model year automobiles were introduced into commerce before April 24, 1986, the effective date of Part 541. Since the standard cannot apply to any car in the middle of the model year, that particular car line is not subject to the requirements. The car line will, however, be required to comply commencing with the 1988 model year.

Second, a manufacturer may request a model classified as a high-theft vehicle be exempted from the requirements if the vehicle is equipped with an anti-theft device as standard equipment. If NHTSA determines the anti-theft device is likely to be as effective in reducing and deterring theft as the standard intends, the exemption is granted. Twelve of the high-theft car lines are not subject to the standard because of this exemption.

(Continued from Page 4)

- Employment in criminal justice agencies and the screening of employees of other agencies over which the criminal justice agency is required to have management control.

Other bona fide uses of criminal records fall within the meaning of the administration of criminal justice. State and local agencies should contact their State Control Terminal Agency if any doubts arise about a particular application. Federal agencies should contact their NCIC Service Coordinator.

RULING ON CRIMINAL RECORDS APPEALED

Recent news reports state the FBI has been ordered by the courts to open FBI criminal history files to the public under provisions of the Freedom of Information Act (FOIA). These reports stem from a decision issued April 10, 1987, by the U.S. Court of Appeals for the District of Columbia Circuit. Appellants, a CBS news correspondent and the Reporters Committee for Freedom of the Press, were denied criminal records requested from FBI files. The FBI position was the records were exempt from release to third parties because Title 28, United States Code, Chapter 534, specifically exempted the records, and the release would be an unwarranted invasion of the personal privacy of another person. The Court of Appeals disagreed with the FBI about the exemptions as well as the earlier District Court ruling supporting the FBI's position. The court reasoned that if the records are public at the local and state level, availability at the Federal level should not be more restrictive in the absence of a specific statutory mandate.

The case was remanded to the U.S. District Court for further finding of fact on the privacy issue--whether the records requested by appellants consist of public information. The Department of Justice has petitioned the court of appeals to reconsider its decision. Also, the court has granted a motion of SEARCH Group, Inc. and the states of California and New York to file an amicus curiae brief supporting the Department of Justice's petition for reconsideration. Pending the appeal procedures, the FBI is denying release of criminal history records to third party requesters under the FOIA.

MISSING/UNIDENTIFIED PERSON CASES CLOSED

On November 11, 1986, the body of a woman was found in the Virginia Beach, Virginia, area. The woman had been shot in the head. The condition of the body (due to animal activity) made identification difficult. Because the body was found on Government property, the FBI Office in Norfolk began investigating the case as a possible homicide. A record was immediately entered into the NCIC Unidentified Person File using all the vital information known about the woman. This included a detailed description of her jewelry with initials and date engraved thereon.

The automatic cross-search of this unidentified person record against the Missing Person File records in NCIC produced a long list of possible matches. These records were sent to the Norfolk Office for review. The list was quickly narrowed to eight possibilities.

Meanwhile, the Charlotte, North Carolina, Police Department had received an NCIC message that one of its missing person records was matched with the Norfolk unidentified person record. Based on the similar identifying characteristics in the two cases as well as the known fact that the missing person often vacationed in Virginia Beach, the Charlotte investigators promptly contacted the Norfolk FBI Office to obtain additional information about the body. A positive identification was made. The death of the woman was labeled as a suicide.

Incidentally, the missing person record entered by the Charlotte Police Department was among the top ten high-scoring records found during the cross-search. It also was one of the eight possible matches being pursued by the Norfolk FBI Office. Therefore, either way, communication between the Norfolk and Charlotte officials was inevitable.

Summer, 1985

U.S. Department of Justice
Federal Bureau of Investigation
National Crime Information Center (NCIC)

NCIC Newsletter

ENTER ALL AVAILABLE DATA

PHYSICAL DESCRIPTORS AID IN IDENTIFICATION

On November 13, 1984, the body of a white male homicide victim was found by hunters on an abandoned farm in central Indiana. The victim had been shot with a shotgun and obvious efforts had been made to conceal his identity—the hands and head were severed and could not be located. All attempts to identify the body through conventional methods were frustrated by the absence of fingerprints and dental information, and the inability to circulate a facial photograph.

The only available identifiers were the physical descriptors. The body was estimated to be in the late 30's to early 40's and was approximately 5'9", 230 pounds, with heavy reddish body hair. The blood type was O, and footprints and body X-rays were taken. Tattoos were located on both forearms, and one of the tattoos contained a distinctive spelling of a girl's name.

A check of missing persons in the area proved negative, but because of the time of death and the location of the body, it was possible that it could have been driven or flown to the spot where it was recovered. The Indiana State Police issued flyers and teletype messages to other law enforcement agencies, but no further leads developed.

continued on page 2

VEHICLE DATA HELPS IDENTIFY MISSING

On February 15, 1984, a concerned mother reported her 28-year-old daughter as missing to the North Arlington, New Jersey, Police Department. The next day the North Arlington police entered a record for the young woman into the NCIC Missing Person File as an endangered missing person. The victim's automobile was also reported missing and the vehicle information was included in the missing person record.

Several weeks later, the Florence County, South Carolina, Sheriff's Office found an abandoned, burned car in a wooded area. Further investigation led to a burned body in the trunk of the car. A detective made an NCIC Vehicle File inquiry using the vehicle identification number (VIN) of the car. The inquiry resulted in a hit on the North Arlington Police Department's missing person record. Communications were immediately established between the Florence County Sheriff's Office and the North Arlington police, and through dental identification, the body was positively identified as the missing daughter from North Arlington, New Jersey.

Also in this issue...

CAP and NCIC 2
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New NCIC Feature 3
Plus NCIC File Size and Transaction Volume

PHYSICAL DESCRIPTORS AID IN IDENTIFICATION

continued from page 1

On June 25, 1985, the Indiana State Police arranged to enter the victim's descriptive information into the NCIC Unidentified Person File. The NCIC Unidentified Person and Missing Person Files cross-search resulted in six possible matches.

The highest scoring record of the six was for a missing person from a town in Northern Illinois. The physical description in that record was similar: 5'10", 215 pounds, 44 years old; but the blood type was not given and the hair color was listed as brown. Most importantly though, the record indicated the individual was last seen two days before the body was found in November, 1984, and a scar, mark, and tattoo code was entered for a tattoo on the left forearm.

Contact with the agency that entered the missing person record revealed the complainant was the missing person's former girlfriend. She confirmed the location of the tattoos and the unique spelling of her name in one of them. Indiana authorities visited the girl, and with the aid of photographs, they obtained an affidavit identifying the deceased as the subject of the missing person report.

This case not only demonstrates the capability of the system, but also emphasizes the value of entering all available identifiers; e.g., scars, marks, tattoos, and other physical characteristics, hair color, blood type, etc., in the NCIC record.

As illustrated in this hit and in the case of the burned vehicle on page one, attention to the details can make a difference. Blood type, hair color, vehicle data, and other descriptive information do not always carry the highest priority at the time of entry, but sometimes one or two descriptive fields in the NCIC record can mean the difference in a closed case and an going investigation.

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CAP AND NCIC COOPERATION

The College of American Pathologists (CAP) and NCIC have been working together with leading pathologists and criminal justice professionals to establish CAP's Missing Children Program Committee. The goals of this committee are:

- o To determine the number of abducted and runaway children found murdered each year.
- o To make specialized training available to pathologists to aid them in identifying missing children.
- o To assist families and law enforcement personnel in gathering data on local missing children for entry in the NCIC Missing Person File.

Recently, the Committee conducted a survey to determine which pathologists would be willing to assist and train local law enforcement in all areas from eviden and remains collection at the scene to filing data into NCIC. In addition, a listing of NCIC State Control Terminal Officers was published in the May issue of Pathologist magazine. The listing was provided to pathologists so that they may establish good working relationships with state and local law enforcement officials.

FBI NCIC appreciates the efforts of CAP and encourages all NCIC users to cooperate and work together with CAP in their efforts to aid in the fight against the abduction and abuse of missing children.

NCIC TRANSACTION VOLUME	TRANSACTIONS	DAILY AVERAGE
January 31, 1985	13,129,926	423,546
February 28, 1985	12,678,316	452,797
March 31, 1985	14,308,490	461,564
April 30, 1985	13,897,830	463,261
May 31, 1985	14,264,278	460,138
June 30, 1985	13,524,060	450,802
July 31, 1985	14,132,063	455,873
August 31, 1985	14,240,098	459,358

FALL, 1985

U.S. Department of Justice
Federal Bureau of Investigation
National Crime Information Center (NCIC)

NCIC Newsletter

THE NCIC ADVISORY POLICY BOARD

The NCIC Advisory Policy Board will hold its next meeting on December 4-5, 1985, in San Diego, California. The Advisory Policy Board is comprised of elected and appointed law enforcement and criminal justice officials who meet twice each year to discuss NCIC issues. The topics of discussion at these meetings are provided by you — the NCIC user, through your Regional Working Group. Each of the four Regional Working Groups is comprised of the Control Terminal Officers (CTOs) within the region and six local representatives who are elected by regional members. When the Board develops a new policy or detects a needed enhancement for the NCIC System, it makes its recommendations to the Director of the FBI. But the process of shaping and pointing the direction of NCIC has always begun at the NCIC terminal where someone has an idea about how to make something better.

If you have an idea concerning the NCIC System, you should contact your supervisor, your CTO, a Regional Working Group member, or an Advisory Policy Board member. This newsletter provides a list of the current members of the Advisory Policy Board, the Local Representatives to the Regional Working Groups, and the Regional Working Group Officers. CTOs may be contacted by using the list of Control Terminal Agencies in the Introduction Section of the NCIC Operating Manual.

NCIC IDENTIFIES BODY 1,200 MILES AWAY

On June 6, 1985, two young boys discovered a body lying in a ravine in Baldwin County, Alabama. Advanced stages of decomposition made identification difficult for the Fairhope Police Department and other Baldwin County authorities. Race and sex could not initially be determined. The body was moved to Mobile for an autopsy which determined strangulation to be the cause of death. The autopsy also revealed that the body was that of a white male, 18 to 25 years old, 5 feet 8 inches tall, and weighing 145-155 pounds. A check of the missing persons in the area proved negative and no further leads developed. The body was buried, unidentified, on June 25, 1985.

Prior to burial, the Fairhope Police Department entered a record into the NCIC Unidentified Person File using every available personal identifier. A scar on the victim's finger, a dental chart, and fingerprints provided information for coding the Scars, Marks, Tattoos and Other Characteristics, the Dental Characteristics, and the Fingerprint Classification Fields. The initial cross-search of the Missing Person File returned a number of possible matches, all of which were eliminated by the follow-up investigation.

(continued on next page)

BEST COPY AVAILABLE

(continued from page 1)

Meanwhile, a father in New Jersey was trying to locate his son. The man's son had been discharged from the Navy, but Naval authorities and a more recent employer could not provide any further information about his son. Nor could the son be located at his Pensacola, Florida, address. So, the father turned to local authorities in New Jersey and filed a missing person report.

The detective in New Jersey considered that the missing person was a young man, just released from military service, and that he was last seen in a jurisdiction over 1200 miles away. And then the detective began the investigation as he does every other missing person report--by entering an NCIC Missing Person File record. A cross-search of the NCIC Files produced a possible match of the unidentified victim and the ex-sailor. The physical descriptions were similar, particularly the scar on the fourth finger of the left hand. Both agencies were notified of the possible match through $.M. messages from NCIC. The New Jersey Police Department contacted the Alabama pathologist and agreed to compare dental X-rays. A positive identification was made.

This case demonstrates the capability of the System and the importance of using all available identifiers. The scar on the finger which was coded in both NCIC records raised the match score and linked the records. Without the scar coding, the records would not have matched.

The detective in New Jersey said there is a lesson to be learned from this hit. Every missing person report and every bit of information in the report is important and should be handled quickly, completely, and correctly.

COOPERATION BRINGS RESULTS

In early May, 1985, the Arkansas Crime Information Center (ACIC) began a cooperative effort with the Office of Motor Vehicle Registration to check the vehicle identification numbers (VINs) of all vehicles being titled in Arkansas.

One month after the program began, ACIC received a hit on a record entered by the Forrest County Sheriff's Office in Hattiesburg, Mississippi.

The record indicated that the occupants of the vehicle were armed and dangerous and that the vehicle should be held for fingerprint examination. ACIC contacted the agency of the record and learned that the owner of the vehicle had been the victim of a homicide in December, 1984. Further investigation led through two recent owners to a suspect in Forrest City, Arkansas. Cooperation between authorities in Arkansas and authorities in Mississippi led to the arrest of the suspect who was extradited to Mississippi and charged with capital felony murder.

A NEW TRANSACTION VOLUME RECORD

NCIC users recently established a new record for total transactions in a single day. Listed below are the three most recent "record days" for hot file transactions; the volume and daily average of transactions for all files in September, 1985; and file utilization as measured on a per file basis.

NCIC HOT FILE TRANSACTIONS RECORD

DATE	NUMBER OF TRANSACTIONS
03/08/85	503,176
03/15/85	504,577
10/23/85	507,617

NCIC TRANSACTION VOLUME — SEPTEMBER, 1985 —

TRANSACTIONS	DAILY AVERAGE
13,725,805	457,527

NCIC TRANSACTIONS BY FILE -- SEPTEMBER, 1985 —

FILE	PERCENTAGE OF TOTAL DAILY AVERAGE
Wanted Person	47.80
Vehicle	38.04
III	8.29
Article	2.49
Gun	2.12
Missing Person	0.52
License Plate	0.29
Boat	0.28
Securities	0.15
Unidentified Person	0.01

U.S. Department of Justice
Federal Bureau of Investigation

National Crime Information Center

CITY
FEDERAL
STATE
COUNTY

Volume 24, No. 2 A Newsletter for the Criminal Justice Community August, 1991

NCIC in the Autopsy Room

John Doe is a resident of the Chief Medical Examiner's Office in a western state. He's been there for the past year. John was taken there from the interstate where he was found five miles outside of a large city by a motorist who had car problems. It had been a cold winter, and John had been well preserved. Unfortunately, no identification indicating who John was or where he had come from was located.

When John arrived at the Medical Examiner's (ME) office, an autopsy was performed, and X-rays and fingerprints were taken. Dental characteristics were charted. While the ME was able to determine many things such as cause of death and approximate time of death; the two things that could not be determined from the autopsy were John's name and last known address. The ME, aware of NCIC,

(continued page 4)

NCIC Advisory Policy Board

NCIC's computerized network relies on nationwide cooperation among local, state, and Federal law enforcement agencies. The NCIC Advisory Policy Board is based on this concept of shared management and exchange of information.

The Board was established in February, 1966, to advise the FBI Director on the national coordination of NCIC. Functions of the Board include:

- Recommending to the FBI general policy with respect to the philosophy, concept, and operational principles of NCIC, particularly the System's relationships with local and state systems.
- Reviewing and considering rules, regulations, and procedures for the operation of NCIC.
- Considering the NCIC operational needs of criminal justice agencies in the light of public policy and local, state, and Federal statutes.
- Reviewing and considering security and privacy aspects of the NCIC System.
- Recommending standards for participation by criminal justice agencies in the NCIC System.

The Board is composed of 30 senior administrators from criminal justice agencies throughout the United States. This ensures that a national focus representing all levels of government is maintained. Five members from each of the four NCIC regions (North Central, Northeastern, Southern, and Western) are elected for two-year terms. Six members are appointed by the FBI Director for two-year renewable terms. Of these appointees, two of the six represent the judiciary; two are from prosecutory agencies; and two represent correctional agencies. The remaining four members are officials from each of the following professional criminal justice associations: the American Probation and Parole Association,

(continued page 5)

Dr. Marcella F. Fierro, Deputy Chief ME from Richmond, Va., is a staunch supporter and advisor to NCIC.

Autopsy *continued*

contacted the investigating agency to have a record entered in the Unidentified Person (UP) File.

Medical examiners played an important role in developing this NCIC capability. After passage of the Missing Children's Act of 1982 which authorized establishment of the UP File, the FBI created a task force of nationally recognized experts including medical examiners, forensic odontologists, and police investigators. One of its members, Dr. Marcella F. Fierro, Deputy Chief ME, Richmond, Va., was interviewed recently to assess the File's success. Dr. Fierro advised that entering UP records in NCIC is "the only way to go. I don't know of any other way to link up missing persons with dead persons when they are out of your locality."

Before the UP File, MEs had no means to identify John or Jane Does other than through fingerprints. When an unidentified body was received in the ME's office it was fingerprinted, X-rayed, and dental characteristics were charted. All attempts to identify the John or Jane Doe were made using these identifiers, publicity, and artists' sketches and models. If this failed, the body was then kept on "ice" for months, sometimes years depending on state policy, in the event that a lead was received. Eventually, the body was buried in a potter's field, and the grave numbered for identification should the body have to be exhumed. Doctor Fierro says, "Whoever has the body has the problem." Change was necessary.

When bodies are received at the ME's office today, they are still X-rayed, fingerprints are still being taken, and dental characteristics are still being charted. Bodies, like John, are still being held on "ice." The difference today is that the information on an unidentified person can now be entered into the UP File.

When a record is entered or modified in either the UP or Missing Person Files, a cross-search is automatically initiated between the two Files. That is, when an agency enters or modifies a record in the UP File, the NCIC computer will automatically search the Missing Person File for possible matches. The reverse is also true; all missing person candidate records will be matched and scored against all unidentified person records. The matching is accomplished by a weighted score on the personal descriptors and dental data. Each personal descriptor is assigned a score factor based on the reliability of the descriptor as an identifier and the frequency with which the specific descriptor occurs in the general population. After all personal descriptors have been assigned a score factor, a product is calculated by multiplying all the factors together. This then produces the personal descriptor score value. All records meeting the minimum score value are sent to the entering agencies.

Therefore, it is essential that as much information as possible be completed on the UP and Missing Person forms. Dental characteristics need to be charted and entered. Records should be modified as additional information is received. Obviously, investigators and MEs must communicate fully with one another.

"There is no doubt that the system works," says Dr. Fierro. However, much remains to be done. The public and the law enforcement community must be continually sensitized to the capabilities of the UP and the Missing Person Files. The Files work only if they are fully utilized.

Unidentified Person and Missing Person File entry packets that are used to obtain information for entry into the appropriate file can be acquired from NCIC state Control Agencies or, if unavailable, from the FBI NCIC Staff.

The FBI wishes to thank Dr. Fierro for her assistance in preparing this article.

NCIC FILE REFERENCE CARD

\UTHORITY FOR MAINTENANCE OF THE SYSTEM

.he System is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 of the Code of Federal Regulations--Judicial Administration, Chapter I--Department of Justice (Order No. 601-75) Part 20--Criminal Justice Information Systems. Public Law 92-544 (86 Stat. 1115), Executive Order 10450, Public Law 94-29 (89 Stat. 97) Security Acts Amendments of 1975.

2. CATEGORIES OF USERS

Data in NCIC files is exchanged with and for the official use of criminal justice officials of Federal, state, and local governments in the 50 states, the District of Columbia, Puerto Rico, U.S. possessions and U.S. territories, and Canada.

3. THE THIRTEEN NCIC FILES

Article

- -- Records for any item valued at $500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
- -- Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds $5,000 and having a unique manufacturer-assigned serial number and/or owner-applied number.
- -- Records for any item, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number if interstate movement is indicated, or the stolen item is a lead in a more serious crime.

Boat File

- -- Records for stolen boats, boat trailers, or boat parts.

Foreign Fugitive File

- -- Records for persons wanted by another country for a crime that would be a felony if it were committed in the United States.
- -- Wanting country must be a signatory to an extradition treaty/convention with the U.S.

Gun File

- -- Records for stolen, weapons.
- -- Records for recovered, (abandoned, seized, or found) weapons for which the owner is not known.

Interstate Identification Index (III)

- -- Criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers, and fingerprint classifications as well as the name of the agency that maintains the criminal history record.

License Plate File

- -- Records for stolen license plates.

Missing Person File

- -- Records for persons of any age who are missing and under proven physical/mental disability or are senile, thereby subjecting himself/herself or others to personal and immediate danger.
- -- Records for persons of any age who are missing under circumstances indicating that his/her physical safety may be in danger.
- -- Records for persons of any age who are missing under circumstances indicating that his/her disappearance may not have been voluntary.
- -- Records for persons who are missing and declared unemancipated as defined by the laws of his/her state of residence and do not meet any of the above entry criteria.
- -- Records for persons of any age who are missing after a catastrophe.

Originating Agency Identifier (ORI) File

- -- Records for agency information on any criminal justice agency that has been assigned an NCIC ORI for the purpose of accessing the NCIC System.

Securities File

- -- Records for serially numbered stolen, embezzled, or counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, or ownership of property, or documents which represent subscription rights. Also, warehouse receipts, traveler's checks, money orders, savings certificates, and interest coupons on stocks and bonds.

Unidentified Person File

- -- Records for unidentified deceased persons.
- -- Records for persons of any age who are living and unable to ascertain his/her identity.
- -- Records for unidentified catastrophe victims.
- -- Records for body parts.

U.S. Secret Service (USSS) Protective File

- -- Records for individuals who may pose a threat to the President and/or others afforded protection by the USSS as authorized by 18 USC 3056 and Public Law 90-331 as amended.

Vehicle File

- -- Records for stolen vehicles.
- -- Records for vehicles involved in the commission of a crime (felony vehicle).
- -- Records for stolen component parts.

Wanted Person File

- -- Records for individuals (including a juvenile who will be tried as an adult) for whom a Federal warrant is outstanding.
- -- Records for individuals (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
- -- Records for probation and parole violators.
- -- Records for any juvenile offender may be entered for escapees, probation and parole absconders, and those juveniles charged with the commission of an act of delinquency.
- -- A temporary felony want may be entered when a law enforcement agency must take prompt action to apprehend a person who has committed, or there are reasonable grounds to believe has committed, a felony and who may flee across jurisdictional boundaries and a warrant cannot immediately be obtained.

4. RETRIEVABILITY

On-line access to data in NCIC is achieved by using the following search descriptors:

Article File
- Type (TYP) and serial number.
- TYP and owner-applied number (OAN).
- TYP, serial number, and OAN.
- NCIC Number (NIC).

Boat File
- Registration (REG), document number (CGD).
- Hull serial number (BHN).
- OAN.
- LIC.
- VIN.
- or/any combination of the above.
- NIC.

Foreign Fugitive, USSS Protective, and Wanted Person Files
- Name and at least one of the following numerical identifiers: date of birth (DOB), FBI Number, Social Security (SOC) Number, operator's license number, miscellaneous number (MNU) (Canadian Social Insurance Number, military serial number, passport number, Selective Service Number, Veteran's Administration claim number, etc.), originating agency case number (OCA).
- Name, DOB, sex, and race.
- License Plate number (LIC) and license plate state (LIS).
- Vehicle identification number (VIN).
- LIC only.
- NIC.

Gun File
- Serial number (SER), make (MAK), and caliber (CAL).
- SER and MAK.
- SER and CAL.
- SER only.
- NIC.

Interstate Identification Index
- Name, sex, race, and DOB.
- Name, sex, race, DOB, and either an MNU or SOC Number.
- Name and SOC Number, MNU, State Identification Number, or FBI Number.
- State Identification Number.
- FBI Number.

License Plate File
- LIC and LIS.
- LIC.
- NIC.

Missing Person File
- Name and any one or more of the following: DOB, FBI Number, MNU, SOC Number, operator's license number, LIC, VIN, and OCA.
- Name, DOB, sex, and race.
- LIC and LIS.
- VIN only.
- LIC only.
- Approximate age, sex, race, eye color, hair color, approximate height, and approximate weight.
- Entry of an Unidentified Person record.
- NIC.

Originating Agency Identifier (ORI) File
- ORI

Securities File
- TYP, serial number, denomination of security.
- Name of owner of security.
- Name of owner of security and TYP, SOC Number, or OCA.
- SOC Number.
- NIC.

Unidentified Person File
- Body parts status.
- Age, sex, race, height, weight, eye color, and hair color.
- OCA Number.
- Entry of a Missing Person Record.
- NIC.

Vehicle File
- VIN.
- OAN*.
- SER*.
- LIC.
- LIC and LIS.
- LIS may be used in combination with any of the above
- NIC.

5. RETENTION

Unless otherwise removed or located, records will be retained in file as follows:

Article File -- Balance of the year entered plus one year.

Boat File -- Balance of the year entered plus four years. Records without a BHN or OAN remain in file for 90 days after entry.

Foreign Fugitive File -- Unlocated records remain in file indefinitely or until the originating agency clears/cancels the record.

Gun File -- Records are retained in file until the originating agency clears the record. Records on file as recovered weapons will remain in file for the balance of the year entered plus two years.

Interstate Identification Index -- Records are retained until the individual reaches the age of 80.

License Plate File -- Records remain in file for one year after the end of the plate's expiration year. Records for nonexpiring license plates remain in file for the year of entry plus four years.

Missing Person File -- Unlocated records remain in file indefinitely or until the originating agency clears the record.

Originating Agency Identifier File -- Records remain in file indefinitely. If an agency no longer qualifies for NCIC access, the ORI record is retired, keeping it in file in an inactive status.

Securities File -- Balance of the year entered plus four years, except records for traveler's checks and money orders which are retained for the balance of the year entered plus two years.

Unidentified Person File -- Records are retained for the remainder of the year of entry plus nine additional years.

U.S. Secret Service Protective File -- Records remain in file until action is taken by the USSS.

Vehicle File -- Felony vehicle records and records not containing a VIN or OAN will remain in file for 90 days after entry. Records containing a VIN or OAN and stolen part records containing an OAN or SER will remain in file for the year of entry plus four years. LIC data in a vehicle record is purged one year after the plate's expiration year except for nonexpiring license plates which remain until the entire record is purged.

Wanted Person File -- Unlocated records (adult and juvenile) remain in file indefinitely or until the originating agency clears/cancels the record. Temporary felony want records will be automatically removed from file after 48 hours.

*These identifiers apply to stolen part record inquiries.

U.S. Department of Justice
Federal Bureau of Investigation

National Crime Information Center (NCIC)

Unidentified Person File

Data Collection Entry Guide

Agency Case Number

____

For Official Use Only

UPF-HD #2 1378

8-285 (12-11-87)

UNIDENTIFIED PERSON REPORT
FOR NCIC RECORD ENTRY

Date

Message Key (see definitions on page 1) **(MKE)**
☐ **Unidentified Deceased (EUD)**
☐ **Unidentified Living (EUL)**
☐ **Unidentified Catastrophe Victim (EUV)**

Reporting Agency **(ORI)**

Body Parts Status **(BPS)**
☐ Complete Body **(ALL)** ☐ Complete Skeleton **(SKL)**

Body Parts Status (if incomplete body or skeleton, see body diagram for coding corresponding parts) **(BPS)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14

N - Not Recovered R - Recovered S - Skeletal

Sex (SEX)
☐ Male **(M)**
☐ Female **(F)**
☐ Unknown **(U)**

Race **(RAC)**
☐ Asian/Pacific Islander **(A)**
☐ Black **(B)**
☐ American Indian/Alaskan Native **(I)**
☐ White **(W)**
☐ Unknown **(U)**

Estimated Year of Birth Range **(EYB)**
☐☐☐☐-☐☐☐☐

Estimated Date of Death **(EDD)**

Date Body Found **(DBF)**

Approximate Height Range **(HGT)**
☐☐☐-☐☐☐

Approximate Weight Range **(WGT)**
☐☐☐-☐☐☐

Eye Color **(EYE)**
☐ Black **(BLK)**
☐ Blue **(BLU)**
☐ Brown **(BRO)**
☐ Gray **(GRY)**
☐ Green **(GRN)**
☐ Hazel **(HAZ)**
☐ Maroon **(MAR)**
☐ Multicolored **(MUL)**
☐ Pink **(PNK)**
☐ Unknown **(XXX)**

Hair Color **(HAI)**
☐ Black **(BLK)**
☐ Blonde/Strawberry **(BLN)**
☐ Brown **(BRO)**
☐ Gray/Partially Gray **(GRY)**
☐ Red/Auburn **(RED)**
☐ Sandy **(SDY)**
☐ White **(WHI)**
☐ Unknown **(XXX)**

Scars, Marks, Tattoos, and Other Characteristics **(SMT)**
(See attached Personal Descriptors check list)

Fingerprint Classification* **(FPC)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Reporting Agency's Case Number **(OCA)**

Miscellaneous **(MIS)**
Information such as build, clothing description, handedness, weather conditions at the time of death, place where the body was found, etc. should be included. If additional space is needed, attach additional sheet.**

Below is a list of clothing and personal effects. Please indicate those items that have been found with the person or body. Include style, type, size, color, condition, etc.

Item	Style/Type	Size	Color	Markings	Item	Style/Type	Size	Color	Markings
Head Gear					Shoes/Boots/Sneakers				
Scarf/Tie/Gloves					Underwear				
Coat/Jacket/Vest					Bra/Girdle/Slip				
Sweater					Stockings/Pantyhose				
Shirt/Blouse					Wallet/Purse				
Pants/Skirt					Money				
Belt/Suspenders					Glasses				
Socks					Other				
Other					Other				

Blood Type **(BLT)**
☐ A Positive **(APOS)**
☐ A Negative **(ANEG)**
☐ A Unknown **(AUNK)**
☐ B Positive **(BPOS)**
☐ B Negative **(BNEG)**
☐ B Unknown **(BUNK)**
☐ AB Positive **(ABPOS)**
☐ AB Negative **(ABNEG)**
☐ AB Unknown **(ABUNK)**
☐ O Positive **(OPOS)**
☐ O Negative **(ONEG)**
☐ O Unknown **(OUNK)**

Circumcision **(CRC)**
☐ Was **(C)**
☐ Was not **(N)**
☐ Unknown **(U)**

Footprints Available **(FPA)**
☐ Yes **(Y)** ☐ No **(N)**

Body X-Rays Available **(BXR)**
☐ Full **(F)** ☐ Partial **(P)** ☐ None **(N)**

Corrective Vision Prescription **(VRX)**

Manner of Death **(CDA)**
☐ Accidental **(A)** ☐ Homicide **(H)** ☐ Natural Causes **(N)** ☐ Suicide **(S)** ☐ Unknown **(U)**

Cause of Death **(CDA)**

Jewelry Type (See check list) **(JWT)**

Jewelry Description **(JWL)**

Medical Examiner/Coroner Agency Name and Case Number **(MAN)**

Medical Examiner/Coroner Locality **(MAL)**

Medical Examiner/Coroner Telephone Number **(MAT)**

NCIC Number **(NIC)**

Investigating Officer and Telephone Number **(MIS)**

*If fingerprints are available, submit a copy to the FBI, Identification Division, 10th and Pennsylvania Ave., Washington, D.C. 20537

**All dental information should be recorded on the dental report and entered in NCIC as a supplemental record.

Unidentified Person Packet

Use this Unidentified Person Packet for immediate and initial data entry into the NCIC System. Any supplemental data should be added to the record as the information is available.

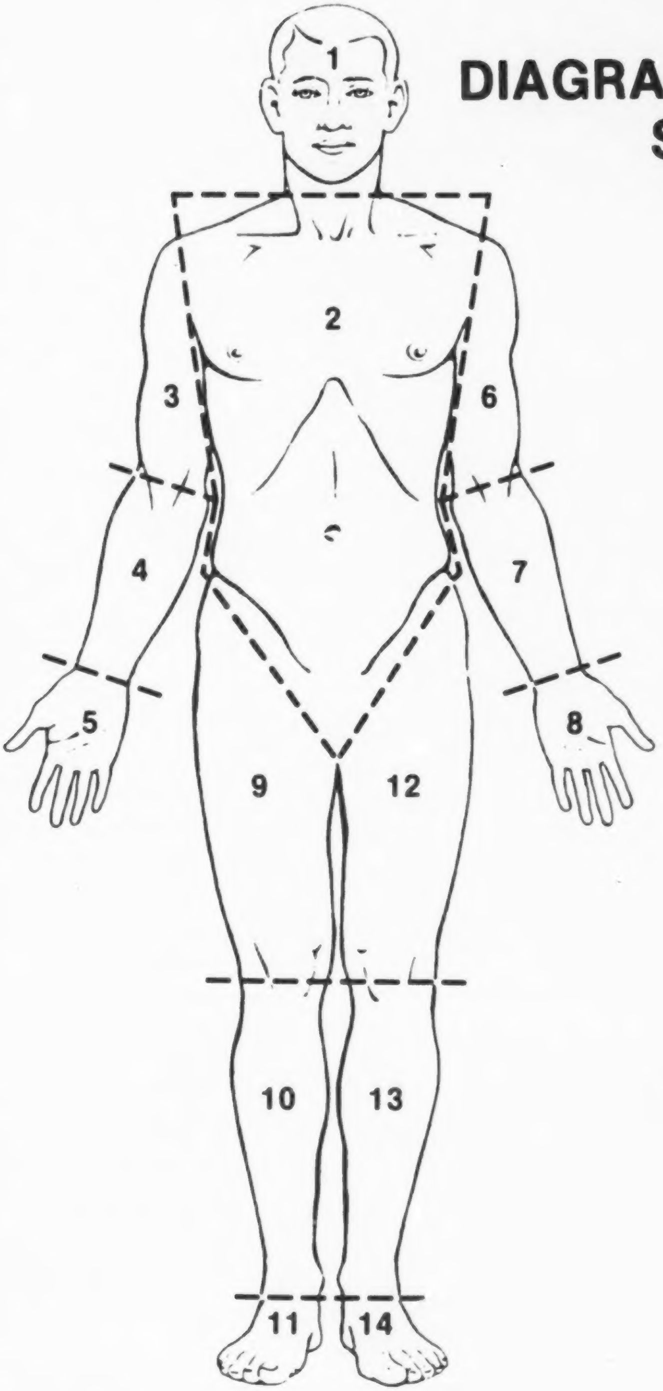
Criteria for Entry into the NCIC Unidentified Person File

1. Unidentified Deceased - Any unidentified deceased person and/or body parts when a body has been dismembered.

2. Unidentified Living Person - A person of any age who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent, or if they are physically or mentally unable to give this consent.

3. Unidentified Catastrophe Victim - Any unidentified disaster victim and/or body parts when a body has been dismembered as a result of a disaster.

DIAGRAM FOR BODY PARTS STATUS FIELD



N - Not Recovered
R - Recovered
S - Skeletal

- ☐ 1. HEAD
- ☐ 2. TORSO
- ☐ 3. RIGHT UPPER ARM
- ☐ 4. RIGHT FOREARM
- ☐ 5. RIGHT HAND
- ☐ 6. LEFT UPPER ARM
- ☐ 7. LEFT FOREARM
- ☐ 8. LEFT HAND
- ☐ 9. RIGHT UPPER LEG
- ☐ 10. RIGHT LOWER LEG
- ☐ 11. RIGHT FOOT
- ☐ 12. LEFT UPPER LEG
- ☐ 13. LEFT LOWER LEG
- ☐ 14. LEFT FOOT

Instructions

The purpose of the body parts status is to link two or more agencies that recover parts of one body. Therefore, body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the Body Parts Status Field. Body parts which were amputated antemortem should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.

MEDICAL INFORMATION

Investigating Police Agency´s Name	Police Agency´s Case Number
Name of Medical Examiner/Coroner	Medical Examiner´s/Coroner´s Case Number

Street Address

City, State, and ZIP

Telephone Number

After completing this page, turn to Antemortem Personal Descriptors and check any information that would aid in the identification of the unidentified person, for example, broken bones, scars, deformities, tattoos, etc. This should include only descriptors which appear to have been present prior to the death of the decedent.

To aid in the identification, please obtain full body and dental X-rays before the body is buried/cremated. This will eliminate the need for the body to be exhumed.

Please review the initial Unidentified Person Report to ensure that all available data have been recorded when your examination is complete.

Investigating Police Agency´s Name
Police Agency´s Case Number

Name of Medical Examiner/Coroner
Medical Examiner´s/ Coroner´s Case Number

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ANTEMORTEM PERSONAL DESCRIPTORS

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS

The following is a list of personal descriptors. Please read carefully and place a check mark in the corresponding circle(s) for the descriptor(s) that most closely describes the subject prior to death.

Artificial Body Parts and Aids

○ Arm, left, artificial (ART L ARM)
○ Arm, right, artificial (ART R ARM)

○ Brace, left arm (BRAC L ARM)
○ Brace, right arm (BRAC R ARM)
○ Brace, back (BRACE BACK)
○ Brace, left leg (BRAC L LEG)
○ Brace, right leg (BRAC R LEG)
○ Brace, neck (BRACE NECK)
○ Brace, teeth (BRAC TEETH)

○ Contact Lenses (CON LENSES)

○ Denture, lower only (DENT LOW)
○ Denture, upper only (DENT UP)
○ Denture, upper/lower (DENT UP LO)

○ Ear, left, artificial (ART L EAR)

○ Ear, right, artificial (ART R EAR)

○ Eye, left, artificial (ART L EYE)
○ Eye, right, artificial (ART R EYE)

○ Foot, left, artificial (ART L FT)
○ Foot, right, artificial (ART R FT)

○ Glasses (prescription) (GLASSES)

○ Hand, left, artificial (ART L HND)
○ Hand, right, artificial (ART R HND)

○ Hearing aid (HEAR AID)

○ Leg, left, artificial (ART L LEG)
○ Leg, right, artificial (ART R LEG)

Eye Disorders

○ Blind, left eye (BLND L EYE)
○ Blind, right eye (BLND R EYE)
○ Blind, both eyes (BLIND)

○ Cataract, left eye (CATA L EYE)
○ Cataract, right eye (CATA R EYE)
○ Cross-Eyed (CROSSEYED)

Deafness

○ Deaf, left ear (DEAF L EAR)
○ Deaf, right ear (DEAF R EAR)

○ Deaf, left and right ears (DEAF)
○ Deaf-mute (DEAF MUTE)

Police Agency's Case #_______________

Medical Examiner's/
Coroner's Case #_____________________

Deformities

○ Cauliflower ear, left (CAUL L EAR)
○ Cauliflower ear, right (CAUL R EAR)

○ Cleft palate (CLEFT PAL)

○ Crippled arm, left (CRIP L ARM)
○ Crippled arm, right (CRIP R ARM)

○ Crippled finger(s), left hand* (CRIP L FGR)
○ Crippled finger(s), right hand* (CRIP R FGR)

○ Crippled foot, left** (CRIP L FT)
○ Crippled foot, right** (CRIP R FT)

○ Crippled hand, left (CRIP L HND)
○ Crippled hand, right (CRIP R HND)

○ Crippled leg, left (CRIP L LEG)
○ Crippled leg, right (CRIP R LEG)

○ Crippled toe, left*** (CRIP L TOE)
○ Crippled toe, right*** (CRIP R TOE)

○ Deviated septum (DEV SEPTUM)

○ Extra breast, center (EXTR CBRST)
○ Extra breast, left (EXTR LBRST)
○ Extra breast, right (EXTR RBRST)

○ Extra finger(s), left hand (EXTR L FGR)
○ Extra finger(s), right hand (EXTR R FGR)

○ Extra nipple, center (EXTR CNIP)
○ Extra nipple, left (EXTR LNIP)
○ Extra nipple, right (EXTR RNIP)

○ Extra toe(s), left foot (EXTR L TOE)
○ Extra toe(s), right foot (EXTR R TOE)

○ Harelip (HARELIP)

○ Humpbacked (HUMPBACKED)

○ Mute**** (MUTE)

○ Protruding lower jaw (PROT L JAW)
○ Protruding upper jaw (PROT U JAW)

○ Shorter left leg (SHRT L LEG)
○ Shorter right leg (SHRT R LEG)

Fractured Bones

○ Ankle, left (FRC L ANKL)
○ Ankle, right (FRC R ANKL)

○ Arm, left, forearm (FRC LL ARM)
○ Arm, right, forearm (FRC LR ARM)
○ Arm, left, upper (FRC UL ARM)
○ Arm, right, upper (FRC UR ARM)

○ Back (FRC BACK)

○ Clavicle, left (FRC LCLAVI)
○ Clavicle, right (FRC RCLAVI)

○ Finger(s), left hand (FRC L FGR)
○ Finger(s), right hand (FRC R FGR)

○ Foot, left (FRC L FOOT)
○ Foot, right (FRC R FOOT)

○ Hand, left (FRC L HAND)
○ Hand, right (FRC R HAND)

○ Jaw, upper left (FRC UL JAW)
○ Jaw, upper right (FRC UR JAW)
○ Jaw, lower left (FRC LL JAW)
○ Jaw, lower right (FRC LR JAW)

○ Knee, left (FRC LKNEE)
○ Knee, right (FRC RKNEE)

○ Leg, left, lower (FRC LL LEG)
○ Leg, right, lower (FRC LR LEG)
○ Leg, left, thigh (FRC UL LEG)
○ Leg, right, thigh (FRC UR LEG)

*Includes webbed fingers.
**Includes clubfoot.
***Includes webbed toes.
****To be used if person is mute but not deaf.

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Fractured Bones (Cont.)

o Neck (FRC NECK)

o Nose (FRC NOSE)

o Pelvic bone, left (FRC LPELVI)
o Pelvic bone, right (FRC RPELVI)

o Rib(s), left (FRC L RIB)
o Rib(s), right (FRC R RIB)
o Shoulder, left (FRC L SHLD)
o Shoulder, right (FRC R SHLD)

o Skull (FRC SKULL)

o Spine (FRC SPINE)

o Sternum (FRC STERN)

o Toe(s), left foot (FRC L TOE)
o Toe(s), right foot (FRC R TOE)
o Wrist, left (FRC L WRST)
o Wrist, right (FRC R WRST)

Medical Devices

o Artificial elbow joint (ART ELBOW)

o Artificial hip joint (ART HIP)

o Artificial knee joint (ART KNEE)

o Artificial larynx (ART LARYNX)

o Artificial shoulder joint (ART SHLD)

o Cardiac pacemaker (CARD PACEM)

o Colostomy appliances (COLOST APP)

o Intramedullary rod (INTRA ROD)

o Intrauterine device (IUD)

o Orthopedic nail or pin (ORTH NAIL)

o Orthopedic plate (ORTH PLATE)

o Orthopedic screw (ORTH SCREW)

o Shunt, arterial vascular (SHUNT ART)
o Shunt, cerebral ventricle (SHUNT CERB)

o Skull plate (SKL PLATE)

o Staples (STAPLES)

o Tubes in ears, both (EAR TUBES)
o Tube in left ear (TUBE L EAR)
o Tube in right ear (TUBE R EAR)

o Vascular prosthesis (VASC PROTH)

o Wire sutures (WIRE SUTUR)

Missing Body Parts/Organs

o Adenoids (MISS ADND)

o Appendix (MISS APPNX)

o Arm, left (MISS L ARM)
o Arm, right (MISS R ARM)
o Arm, lower left (MISS LLARM)
o Arm, lower right (MISS LRARM)

o Breasts (MISS BRSTS)
o Breast, left (MISS LBRST)
o Breast, right (MISS RBRST)

o Ear, left (MISS L EAR)
o Ear, right (MISS R EAR)

o Eye, left (MISS L EYE)
o Eye, right (MISS R EYE)

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Missing Body Parts/Organs (Cont.)

o Finger(s), left hand (MISS L FGR)
o Finger(s), right hand (MISS R FGR)

o Finger joint(s), left hand (MISS L FJT)
o Finger joint(s), right hand (MISS R FJT)

o Foot, left (MISS L FT)
o Foot, right (MISS R FT)

o Gallbladder (MISS GALL)

o Hand, left (MISS L HND)
o Hand, right (MISS R HND)

o Intestines (MISS INTES)

o Kidney, left (MISS L KID)
o Kidney, right (MISS R KID)

o Larynx (MISS LRYNX)

o Leg, left (MISS L LEG)
o Leg, right (MISS R LEG)
o Leg, lower left (MISS LLLEG)
o Leg, lower right (MISS LRLEG)

o Lung, left (MISS LLUNG)
o Lung, right (MISS RLUNG)

o Nose (MISS NOSE)

o Ovaries (MISS OVARS)
o Ovary, left (MISS LOVAR)
o Ovary, right (MISS ROVAR)

o Pancreas (MISS PANCR)

o Prostate gland (MISS PROST)

o Spleen (MISS SPLEN)

o Stomach (MISS STOMA)

o Testis, left (MISS L TES)
o Testis, right (MISS R TES)

o Thyroid (MISS THYRD)

o Toe(s), left foot (MISS L TOE)
o Toe(s), right foot (MISS R TOE)

o Tongue (MISS TONG)

o Tonsils (MISS TONSL)

o Uterus (MISS UTRUS)

Moles

o Arm, left (MOLE L ARM)
o Arm, right (MOLE R ARM)

o Breast, left (MOLE LBRST)
o Breast, right (MOLE RBRST)

o Buttock, left (MOLE L BUT)
o Buttock, right (MOLE R BUT)

o Cheek (face), left (MOLE L CHK)
o Cheek (face), right (MOLE R CHK)

o Chin (MOLE CHIN)

o Ear, left (MOLE L EAR)
o Ear, right (MOLE R EAR)

o Eyebrow, left eye area (MOLE L EYE)

o Eyebrow, right eye area (MOLE R EYE)

o Finger(s), left hand (MOLE L FGR)
o Finger(s), right hand (MOLE R FGR)

o Forehead (MOLE FHD)

o Hand, left (MOLE L HND)
o Hand, right (MOLE R HND)

o Lip, lower (MOLE L LIP)
o Lip, upper (MOLE U LIP)

o Neck (MOLE NECK)

o Nose (MOLE NOSE)

o Wrist, left (MOLE L WRS)
o Wrist, right (MOLE R WRS)

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Needle ("Track") Marks

○ Arm, left (NM L ARM)
○ Arm, right (NM R ARM)

○ Buttock, left (NM L BUTTK)
○ Buttock, right (NM R BUTTK)

○ Finger(s), left hand (NM L FGR)
○ Finger(s), right hand (NM R FGR)

○ Foot, left (NM L FOOT)
○ Foot, right (NM R FOOT)

○ Hand, left (NM L HND)
○ Hand, right (NM R HND)

○ Leg, left (NM L LEG)
○ Leg, right (NM R LEG)

○ Thigh, left (NM L THIGH)
○ Thigh, right (NM R THIGH)

○ Wrist, left (NM L WRIST)
○ Wrist, right (NM R WRIST)

Other Physical Characteristics

○ Bald/Balding (BALD)

○ Cleft chin (CLEFT CHIN)

○ Dimples, left (face) (DIMP L CHK)
○ Dimples, right (face) (DIMP R CHK)

○ Freckles (FRECKLES)

○ Hair implants (HAIR IMPL)

○ Pierced ears (PRCD EARS)
○ Pierced left ear (PRCD L EAR)
○ Pierced right ear (PRCD R EAR)

○ Pierced nose (PRCD NOSE)

Scars

○ Abdomen (SC ABDOM)

○ Ankle, left (SC L ANKL)
○ Ankle, right (SC R ANKL)

○ Arm, left upper (SC UL ARM)
○ Arm, right upper (SC UR ARM)

○ Back (SC BACK)

○ Breast, left (SC LBRST)
○ Breast, right (SC RBRST)

○ Buttock, left (SC L BUTTK)
○ Buttock, right (SC R BUTTK)

○ Calf, left (SC L CALF)
○ Calf, right (SC R CALF)

○ Cheek (face), left (SC L CHK)
○ Cheek (face), right (SC R CHK)

○ Chest (SC CHEST)

○ Chin (SC CHIN)

○ Ear, left (SC L EAR)
○ Ear, right (SC R EAR)

○ Elbow, left (SC L ELB)
○ Elbow, right (SC R ELB)

○ Eyebrow, left eye area (SC L EYE)
○ Eyebrow, right eye area (SC R EYE)

○ Finger(s), left hand (SC L FGR)
○ Finger(s), right hand (SC R FGR)

○ Foot, left (SC L FT)
○ Foot, right (SC R FT)

○ Forearm, left (SC LF ARM)
○ Forearm, right (SC RF ARM)

○ Forehead (SC FHD)

○ Hand, left (SC L HND)
○ Hand, right (SC R HND)

○ Head (nonspecific) (SC HEAD)
(Be more specific regarding
location if possible.)

Police Agency's Case #_______________ Medical Examiner's/
Coroner's Case #____________________

Scars (Cont.)

- Knee, left (SC L KNEE)
- Knee, right (SC R KNEE)

- Lip, lower (SC LOW LIP)
- Lip, upper (SC UP LIP)

- Neck (SC NECK)

- Nose (SC NOSE)

- Pockmarks (POCKMARKS)

- Shoulder, left (SC L SHLD)
- Shoulder, right (SC R SHLD)

- Thigh, left (SC L THGH)
- Thigh, right (SC R THGH)

- Wrist, left (SC L WRIST)
- Wrist, right (SC R WRIST)

Skin Discolorations (including birthmarks)

- Abdomen (DISC ABDOM)

- Ankle, left (DISC L ANK)
- Ankle, right (DISC R ANK)

- Arm, left (DISC L ARM)
- Arm, right (DISC R ARM)

- Back (DISC BACK)

- Buttock, left (DISC L BUT)
- Buttock, right (DISC R BUT)

- Cheek (face), left (DISC L CHK)
- Cheek (face), right (DISC R CHK)

- Chest (DISC CHEST)

- Chin (DISC CHIN)

- Ear, left (DISC L EAR)
- Ear, right (DISC R EAR)

- Eyebrow, left eye area (DISC L EYE)
- Eyebrow, right eye area (DISC R EYE)

- Finger(s), left hand (DISC L FGR)
- Finger(s), right hand (DISC R FGR)

- Foot, left (DISC L FT)
- Foot, right (DISC R FT)

- Forehead (DISC FHD)

- Hand, left (DISC L HND)
- Hand, right (DISC R HND)

- Knee, left (DISC L KNEE)
- Knee, right (DISC R KNEE)

- Leg, left (DISC L LEG)
- Leg, right (DISC R LEG)

- Lip, lower (DISC L LIP)
- Lip, upper (DISC U LIP)

- Neck (DISC NECK)

- Nose (DISC NOSE)

- Shoulder, left (DISC LSHLD)
- Shoulder, right (DISC RSHLD)

- Wrist, left (DISC L WRS)
- Wrist, right (DISC R WRS)

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Tattoos

o Abdomen (TAT ABDOM)

o Ankle, left (TAT L ANKL)
o Ankle, right (TAT R ANKL)

o Arm, left upper (TAT UL ARM)
o Arm, right upper (TAT UR ARM)

o Back (TAT BACK)

o Breast (TAT BREAST)
o Breast, left (TAT L BRST)
o Breast, right (TAT R BRST)

o Buttocks (TAT BUTTK)
o Buttock, left (TAT LBUTTK)
o Buttock, right (TAT RBUTTK)

o Calf, left (TAT L CALF)
o Calf, right (TAT R CALF)

o Cheek (face), left (TAT L CHK)
o Cheek (face), right (TAT R CHK)

o Chest (TAT CHEST)

o Chin (TAT CHIN)

o Ear, left (TAT L EAR)
o Ear, right (TAT R EAR)

o Finger(s), left hand (TAT L FGR)
o Finger(s), right hand (TAT R FGR)

o Forearm, left (TAT LF ARM)
o Forearm, right (TAT RF ARM)

o Forehead (TAT FHD)

o Groin Area (TAT GROIN)

o Hand, left (TAT L HND)
o Hand, right (TAT R HND)

o Head (nonspecific) (TAT HEAD) (Be more specific regarding location if possible.)

o Knee, left (TAT L KNEE)
o Knee, right (TAT R KNEE)

o Neck (TAT NECK)

o Nose (TAT NOSE)

o Shoulder, left (TAT L SHLD)
o Shoulder, right (TAT R SHLD)

o Thigh, left (TAT L THGH)
o Thigh, right (TAT R THGH)

o Wrist, left (TAT L WRS)
o Wrist, right (TAT R WRS)

Police Agency's Case #________________ Medical Examiner's/ Coroner's Case #________________________

Medical Conditions and Diseases

o Heart or circulatory diseases including: high blood pressure, heart failure, heart attack, hardening of the arteries, and circulation problems.	(MC HEART)
o Liver disease including: alcoholism, cirrhosis, and hepatitis	(MC LIVER)
o Nervous conditions including: seizures, stroke, senility, and mental retardation.	(MC NERVOUS)
o Behavior disorders including: depression, suicidal tendencies (past and present), and schizophrenia.	(MC BEHAVIO)
o Drug abuse	(MC DRUGAB)
o Pregnancy, past and present	(MC PREGNAN)
o Cancer	(MC CANCER)
o Allergies including asthma	(MC ALLERGY)
o Other medical disorders/ conditions not listed above, identify in the Miscellaneous (MIS) Field. _______________ ______________________________ ______________________________	(MC OTHER)

Drugs of Abuse

o Alcohol	(DA ALCOHOL)	o Marijuana	(DA MARIJUA)
o Amphetamines (Including stimulants, speed, etc.)	(DA AMPHETA)	o Narcotics Including Heroin, Morphine, Dilaudid, Methadone, etc.	(DA NARCOTI)
o Barbiturates	(DA BARBITU)	o Other drugs of abuse not listed above, identify in the Miscellaneous (MIS) Field. __________ _________________________	(DA OTHER)
o Cocaine	(DA COCAINE)		
o Hallucinogens	(DA HALLUCI)		

Police Agency´s Case #______________ Medical Examiner´s/ Coroner´s Case #______________________

Therapeutic Drugs

Anticonvulsants (seizure medicines) including: Dilantin, Mysoline, Phenobarbital, etc.	(TD ACONVUL)
Hypnotics (sleeping aides) including: Barbiturates, Chloral Hydrate, Glutethemide, etc.	(TD HYPNOTI)
Tranquilizers including: Valium, Thorazine, Stellazine, etc.	(TD TRANQUI)
Antidepressants (mood-lifters) including: Elavil, Triavil, Norpramine, Amitriptylene, Nortriptylene, etc.	(TD ADEPRES)
Analgesics (pain relievers) including: Darvon, Acetominophen, Aspirin, etc.	(TD ANALGES)
Cardiac (heart) medications including: Digitalis, Digoxin, etc.	(TD CARDIAC)
Other Therapeutic medications not listed above, identify in the Miscellaneous (MIS) Field.	(TD OTHER)

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Investigating Police Agency's Name	Police Agency's Case Number
Name of Medical Examiner/Coroner	Medical Examiner's/ Coroner's Case Number

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Jewelry Type (JWT)

Instructions: Review the following list. If the unidentified person had any of the following personal accessories in his/her possession, check and describe the appropriate item(s).

Jewelry Type	Description
o Ankle bracelet (AB)	
o Belt buckle (BB)	
o Brooch or pin (BP)	
o Cigarette lighter, holders, or case (CL)	
o Comb (hair combs, barettes, mustache combs, picks) (CO)	
o Cuff links (CU)	
o Earrings (ER)	
o Key chain (KC)	

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Police Agency's Case #______________ Medical Examiner's/ Coroner's Case #____________________

Jewelry Type (JWT) (Cont.)

- o Money clip (MC) ______________________
- o Necklace (NE) ______________________
- o Pocket knife (PK) ______________________
- o Pocket watch chain, fob, or vest chain (PC) ______________________
- o Ring (RI) ______________________
- o Tie chain, clasp, or tack (TC) ______________________
- o Wallet or purse having monogram or other unique identifiable characteristics (WP) ______________________
- o Watch (WA) ______________________
- o Wrist bracelets (WB) ______________________

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OPTIC INFORMATION

Investigating Police Agency's Name	Police Agency's Case Number

****

Medical Examiner/Coroner	Optometrist/Ophthalmologist/ Optician/Optic Laboratory
Medical Examiner's/Coroner's Case Number	Street Address
Street Address	City, State, and ZIP
City, State, and ZIP	Telephone Number
Telephone Number	

Glasses or Contact Lenses:

Yes_____ No_____

Type of Frames________________

Prescription:

Right eye ______________________________

Left eye ______________________________

If contact lenses, which type:

Soft Hard Semi Extended Wear

Contact Lense Color:

Brown Gray Green Blue Clear

Comments: (Any diseases, scars, etc., that will aid in the identification of the unidentified person, e.g., astigmatism, cataract, glaucoma, etc.)

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DENTAL INFORMATION

Investigating Police Agency's Name	Police Agency's Case Number

****

Medical Examiner/Coroner

Medical Examiner's/Coroner's Case Number

Street Address

City, State, and ZIP

Telephone Number

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Police Agency's Case #______________ Medical Examiner's/ Coroner's Case #____________________

Dear Doctor:

Your assistance is requested. Your careful attention to the enclosed dental report may aid in the identification of the deceased.

The dental report is extremely comprehensive and yet simple to use once you understand the instructions. It has been designed so that dental data can be instantly entered into a national computer -- The National Crime Information Center (NCIC) -- for comparison with the dental data of missing individuals.

Certain simplifications have been made in terminology. The report is not intended to be a clinical profile or to provide a clinical diagnosis; but rather it is a "pointer system" for matching distinguishing features. If there are no distinguishing features for a tooth, the tooth is not coded on the report. All tooth numbers in the coding report rules refer to the Universal System. Dentists employing other systems may do so because the report will automatically accept such systems.

General Procedures for Coding the Report

Consult your models, radiographs, and records and:

1. Report the status of each tooth in the Status Column (boxes 001 through 032) using the Status Column Codes and Coding Rules.

   Note: Please prepare a partial report if you do not have all teeth charted in your records.

2. Report all existing restorations by surface in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Column Codes and Coding Rules.

3. Report all caries by surface in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Code nine as explained in Code and Material Description.

4. Report all fixed prosthetic appliances in the Restoration/Caries Columns (boxes 033 through 192) using the Restoration/Caries Column Codes and Coding Rules.

5. Report all removable appliances in the Removable Appliances Column (boxes 193 through 224) using the Removable Appliances Column Codes and Coding Rules. Note that abutment teeth retaining partial dentures and the type of attachments are also reported in the Removable Appliances Column.

6. Report any unusual/unique features in the Other Characteristics Column (boxes 225 through 256) using the Other Characteristics Column Codes and Coding Rules.

Completion of these categories should not take more than a few minutes under most circumstances. Thank you for your careful completion of this form. Please be sure to retain all dental records for future comparison purposes.

If you have any questions regarding the reporting of a condition, please contact FBI, NCIC Editorial/Research Staff at telephone number 202/324-5049.

UNIDENTIFIED PERSON DENTAL REPORT

TODAY'S DATE ______________________

CORONER'S CASE NUMBER ______________________

CHARTING DENTIST'S NAME ______________________

CHARTING DENTIST'S ADDRESS ______________________

____

CHARTING DENTIST'S TELEPHONE NUMBER ______________________

X—RAYS AVAILABLE? YES ☐ NO ☐

DATE LAST X—RAYS WERE TAKEN ______________________

DENTAL MODELS AVAILABLE? YES ☐ NO ☐

PHOTOGRAPHS OF TEETH AVAILABLE?

YES ☐ NO ☐

DENTIST'S REMARKS ______________________

____

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

		FEDERATION DENTAIRE INTERNATIONALE (FDI)	UNIVERSAL			RESTORATION / CARIES						
			DECIDUOUS	PERMANANT	STATUS	MESIAL	OCCLUSAL	DISTAL	BUCCAL	LINGUAL	REMOVABLE APPLIANCES	OTHER CHARACTERISTICS
UPPER RIGHT	THIRD MOLAR	18		1	001/	033/	065/	097/	129/	161/	193/	225/
	SECOND MOLAR	17		2	002/	034/	066/	098/	130/	162/	194/	226/
	FIRST MOLAR	16		3	003/	035/	067/	099/	131/	163/	195/	227/
	SECOND BICUSPID	15	A	4	004/	036/	068/	100/	132/	164/	196/	228/
	FIRST BICUSPID	14	B	5	005/	037/	069/	101/	133/	165/	197/	229/
	CUSPID	13	C	6	006/	038/	070/	102/	134/	166/	198/	230/
	LATERAL INCISOR	12	D	7	007/	039/	071/	103/	135/	167/	199/	231/
	CENTRAL INCISOR	11	E	8	008/	040/	072/	104/	136/	168/	200/	232/
UPPER LEFT	CENTRAL INCISOR	21	F	9	009/	041/	073/	105/	137/	169/	201/	233/
	LATERAL INCISOR	22	G	10	010/	042/	074/	106/	138/	170/	202/	234/
	CUSPID	23	H	11	011/	043/	075/	107/	139/	171/	203/	235/
	FIRST BICUSPID	24	I	12	012/	044/	076/	108/	140/	172/	204/	236/
	SECOND BICUSPID	25	J	13	013/	045/	077/	109/	141/	173/	205/	237/
	FIRST MOLAR	26		14	014/	046/	078/	110/	142/	174/	206/	238/
	SECOND MOLAR	27		15	015/	047/	079/	111/	143/	175/	207/	239/
	THIRD MOLAR	28		16	016/	048/	080/	112/	144/	176/	208/	240/
LOWER LEFT	THIRD MOLAR	38		17	017/	049/	081/	113/	145/	177/	209/	241/
	SECOND MOLAR	37		18	018/	050/	082/	114/	146/	178/	210/	242/
	FIRST MOLAR	36		19	019/	051/	083/	115/	147/	179/	211/	243/
	SECOND BICUSPID	35	K	20	020/	052/	084/	116/	148/	180/	212/	244/
	FIRST BICUSPID	34	L	21	021/	053/	085/	117/	149/	181/	213/	245/
	CUSPID	33	M	22	022/	054/	086/	118/	150/	182/	214/	246/
	LATERAL INCISOR	32	N	23	023/	055/	087/	119/	151/	183/	215/	247/
	CENTRAL INCISOR	31	O	24	024/	056/	088/	120/	152/	184/	216/	248/
LOWER RIGHT	CENTRAL INCISOR	41	P	25	025/	057/	089/	121/	153/	185/	217/	249/
	LATERAL INCISOR	42	Q	26	026/	058/	090/	122/	154/	186/	218/	250/
	CUSPID	43	R	27	027/	059/	091/	123/	155/	187/	219/	251/
	FIRST BICUSPID	44	S	28	028/	060/	092/	124/	156/	188/	220/	252/
	SECOND BICUSPID	45	T	29	029/	061/	093/	125/	157/	189/	221/	253/
	FIRST MOLAR	46		30	030/	062/	094/	126/	158/	190/	222/	254/
	SECOND MOLAR	47		31	031/	063/	095/	127/	159/	191/	223/	255/
	THIRD MOLAR	48		32	032/	064/	096/	128/	160/	192/	224/	256/

☐ DENTIST — CHECK HERE IF ALL 32 TEETH ARE PRESENT WITHOUT DECAY, RESTORATION, OR ANY UNUSUAL CHARACTERISTICS. (TERMINAL OPERATOR — ENTER THE CODE ALL IN THE DCH FIELD.)

☐ DENTIST — CHECK HERE IF INFORMATION IS NOT AVAILABLE FOR CODING THE ABOVE CHART. (TERMINAL OPERATOR — ENTER THE CODE UNK IN THE DCH FIELD.)

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Status Column Codes

(For use in boxes 001 through 032)

Code and Description

A - Missing, closed socket (healed)
P - Missing, open socket (not healed)
D - Deciduous with permanent successor present
E - Deciduous without permanent successor present (verified by X-ray film)
F - Fractured or decayed at gingiva (crown not present)
G - Tooth apparently prepared but not restored
I - Impacted/incompletely erupted
X - Information not available

Status Column Coding Rules

1. Only one of the above codes may be used for a tooth.

2. If none of the above codes describe the status of a given tooth, leave the status box for that tooth blank (not coded).

3. Unerupted teeth should not be coded as missing if evident in X-ray films.

4. Use the code D when a deciduous tooth is present, no X-ray films are available to determine whether the permanent successor is present, and it is believed that the permanent successor will follow in a normal progression. Code E should be employed only when there is X-ray confirmation.

5. If a deciduous tooth has been prepared but not restored, enter the code G.

6. Unusual mixed dentition arrangements should be noted under "Dentist's Remarks" on the dental report.

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Restoration/Caries Columns Codes

(For use in boxes 033 through 192)

Code and Material Description

0 - Temporary type filling (cement, etc.)
1 - Amalgam
2 - Gold, other types of cast metal, or gold foil
3 - Acrylic/composite/bonded composite or veneer
4 - Porcelain fused to metal crown, porcelain fused to metal pontic, or all porcelain crown
5 - Any combination of 0, 1, 2, 3, and 4 above, for any one surface
6 - Stainless steel crown
7 - Temporary crown (acrylic, aluminum, etc.)
8 - Not identifiable, not recorded, or not remembered
9 - Caries (decay) Note: Use this code only when a tooth surface has caries and no restoration.

Restoration/Caries Columns Coding Rules

1. Tooth restorations are coded by indicating the restoration material(s) present on those surfaces which have been restored. For example, if the upper right first molar (tooth #3) has only one amalgam restoration on the occlusal surface, code 1 should be entered in the box having the number 067/ (occlusal surface). The other restoration/caries boxes for tooth #3 should be left blank. For example:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST MOLAR	16	3	003/	035/	067/ 1	099/	131/	163/	195/	227/

2. Only one of the restoration/caries codes may be used in a box. If a tooth surface has two different restoration materials, e.g., amalgam and composite, enter code 5 for the appropriate surface.

3. If a tooth surface has both a restoration and caries, only the restoration should be coded. Code 9 should be used only when a tooth surface has caries and no restoration.

4. When the surfaces of a tooth have been replaced by a crown, all replaced tooth surfaces must be coded. For example, if the lower right first molar (tooth #30) has a stainless steel crown, restoration code 6 would be entered on all five surfaces:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST MOLAR	46	30	030/	062/ 6	094/ 6	126/ 6	158/ 6	190/ 6	222/	254/

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A combination of the restoration codes may be used in situations when porcelain has been fused to some, but not all, surfaces of a crown for aesthetic purposes. For example, a crown on the upper right cuspid (tooth #6) having porcelain fused to all surfaces except the lingual would be coded as follows:

UPPER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
CUSPID	13	C 6	006/	038/ 4	070/ 4	102/ 4	134/ 4	166/ 2	198/	230/

A combination of codes may be used to indicate that a crown has a plastic veneer on less than all surfaces. For example, a metal crown on the upper left second bicuspid (tooth #13) having a plastic veneer on only the buccal surface would be coded as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
SECOND BICUSPID	25	J 13	013/	045/ 2	077/ 2	109/ 2	141/ 3	173/ 2	205/	237/

NOTE: The incisal surface of an anterior crown shall be considered the occlusal surface.

5. Pontics on a fixed bridge should be described in the Restoration/Caries Columns. For example, if the upper left first molar (tooth #14) is replaced by a porcelain fused to metal pontic, the restoration code 4 should be entered for all five tooth surfaces as follows:

UPPER LEFT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST MOLAR	26	14	014/ A	046/ 4	078/ 4	110/ 4	142/ 4	174/ 4	206/	238/

If the pontic is all metal, then code 2 (instead of 4) should be entered for all five surfaces.

If there are fewer pontics than the number of teeth missing, the pontics shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a fixed bridge spanning from tooth #2 to tooth #6 has only two pontics, the pontics are marked for teeth #3 and #4.

6. When charting from X-ray films, if a restoration cannot be determined to be either buccal or lingual, it shall be considered buccal.

7. When charting from X-ray films, if the buccal surface material of a crown or pontic is indeterminable, the buccal surface shall be charted using code 8, not identifiable, not recorded, or not remembered.

8. When charting from X-ray films, if the nature of a metallic material is indeterminable, it shall be charted as code 8 in the appropriate tooth surface box.

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Removable Appliances Column Codes

(For use in boxes 193 through 224)

Code and Description

A - Natural tooth replaced by acrylic tooth on acrylic partial denture (e.g., "flippers," etc.)
B - Natural tooth replaced by acrylic tooth on metal frame partial denture
C - Natural tooth replaced by porcelain tooth on acrylic partial denture
D - Natural tooth replaced by porcelain tooth on metal frame partial denture
E - Natural tooth replaced by metal tooth on metal frame partial denture
F - Abutment tooth retaining partial denture, simple clasps (I-Bars, etc.)
G - Abutment tooth retaining a partial denture with precision or semi-precision attachments
H - Full dentures, upper or lower, all acrylic teeth (See Rule 4)
I - Full dentures, upper or lower, all porcelain teeth (See Rule 4)
J - Full dentures, upper or lower, combinations of porcelain, acrylic, and cutter bar teeth (See Rule 4)

Removable Appliances Column Coding Rules

1. If a person has a partial denture, all missing teeth should be coded as such in the Status Column using the status code A (missing, closed socket) or P (missing, open socket). Each replacement tooth should be described in the Removable Appliances Column using the appropriate code A through E. Note that the natural teeth retaining the partial denture should be coded in the Removable Appliances Column using the code F and/or G.

2. The above removable appliances codes should be used to describe each replacement tooth on a removable denture. NOTE: Pontics on a fixed bridge are coded in the Restoration/Caries Columns, not in the Removable Appliances Column.

3. If there are fewer replacement teeth than the number of teeth missing, the replacement teeth shall be charted as the lowest number(s) of the teeth missing. For example, if teeth #3, #4, and #5 are missing and a partial denture spanning from tooth #2 to tooth #6 has only two replacement teeth, the replacement teeth are marked for teeth #3 and #4.

4. Full dentures are charted using the removable appliances codes H, I, or J in box 193 for a full upper denture and/or box 209 for a full lower denture. If a full upper and/or full lower denture is present, it is not necessary to indicate that the teeth are missing in the Status Column. For example, if an upper denture is present, the status boxes numbered 001 through 016 (for teeth #1 through #16) should be left blank and the code H, I, or J should be entered in the removable appliances box 193. The computer will automatically code the Status Column of the appropriate upper and/or lower teeth as missing when the code H, I, or J is entered in the Removable Appliances Column in box 193 for upper and/or box 209 for lower.

5. In the rare case when a unique situation exists which is not covered above, please describe the situation under "Dentist's Remarks" on the dental report.

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Other Characteristics Column Codes

(For use in boxes 225 through 256)

Code and Description

A - Tilted mesially
B - Tilted distally
C - Tilted buccally, including protruding anterior teeth
D - Tilted lingually or palatally
E - Root canal therapy completed
F - Root canal therapy not completed
G - Metal post in canal or retentive pins
H - Rotated
I - Supernumerary tooth
J - Retained root tip
K - Shovel-shaped incisor
L - Retained amalgam or metal fragments embedded in tissue adjacent to the affected tooth or tooth vicinity (e.g., amalgam tattoo)
M - Overhang of restoration at gingival margin
N - Diastema
O - Orthodontic band on tooth
P - Orthodontic bracket bonded to tooth
Q - Functional appliances, e.g., bionator and palate expander, etc.
R - Orthodontic arch wire
S - Excessive wear due to tooth brushing
T - Excessive occlusal wear (Bruxism)
U - Severe bone loss, soft tissue pocketing, or recession
V - Periapical pathology (granuloma, cyst, etc.)
W - Intrinsic staining, e.g., mottling, tetracycline, etc.
X - Torus mandibularis or palatinus (other exostosis)
Y - Blade implant or individual tooth implant (metal, ceramic, etc.)
Z - Implant, subperiosteal
3 - Surgically placed wires, e.g., fracture repair procedures
4 - Chipped

Other Characteristics Column Coding Rules

1. A maximum of three of the above codes may be used in the Other Characteristics box for a tooth. If more than three of the above characteristics apply to one tooth, chart the three most unique characteristics.

2. If a supernumerary tooth is present, record in the box corresponding to the closest tooth. If necessary, describe further under "Dentist's Remarks" on the dental report.

3. Diastema is an abnormally large space between teeth which is not due to the absense of a tooth. The code N (Diastema) should be entered in the boxes for the teeth between which the space is present. For example, if teeth #7, #8, #9, and #10 are separated by spaces, the code N would be entered in the other characteristics box for teeth #7, #8, #9, and #10 (boxes 231, 232, 233, and 234).

4. Describe a chipped tooth under "Dentist´s Remarks" on the dental report.

5. Describe unusual positions of the teeth employing codes A, B, C, and D. If necessary, further descriptions of malocclusions may be listed under "Dentist´s Remarks" on the dental report.

6. The functional appliances code Q may be used only in box 225 (for an upper appliance) or box 241 (for a lower appliance).

7. The code R (orthodontic arch wire) may be used in box 225 and 241 only. An R in box 225 indicates an arch wire on the upper teeth and an R in box 241 indicates an arch wire on the lower teeth.

8. Obvious periodontal defects which would aid in identification should be recorded using code U in the box corresponding to the involved tooth or teeth. Additional clarifying descriptions should be included under "Dentist´s Remarks" on the dental report.

9. The code X (torus mandibularis or palatinus) may be used in boxes 225 and 241 only. An X in box 225 indicates torus palatinus and an X in box 241 indicates torus mandibularis.

10. The subperiosteal implant code Z may be used only in box 225 (for an upper implant) and box 241 (for a lower implant). The position of the post on a subperiosteal implant is not recorded.

11. When using the code Y for a blade implant, the Y is used to identify the location of the post. For example, teeth #30, #31, and #32 are missing. A blade is implanted and the post of the blade protrudes from the gingiva nearest the space previously occupied natural tooth #31. The code Y would therefore be entered in the characteristics box for tooth #31 (box 255). If a fixed bridge is made with porcelain fused to metal crowns for teeth #28 and #29, a porcelain fused to metal pontic for the missing tooth #30, and a full metal crown for the missing tooth #31, the dental report for teeth #28 through #32 would appear as follows:

LOWER RIGHT	FDI	UNIV.	STATUS	M	O	D	B	L	REMOV. APPL.	OTHER CHAR.
FIRST BICUSPID	44	S 28	028/	060/ 4	092/ 4	124/ 4	156/ 4	188/ 4	220/	252/
SECOND BICUSPID	45	T 29	029/	061/ 4	093/ 4	125/ 4	157/ 4	189/ 4	221/	253/
FIRST MOLAR	46	30	030/ A	062/ 4	094/ 4	126/ 4	158/ 4	190/ 4	222/	254/
SECOND MOLAR	47	31	031/ A	063/ 2	095/ 2	127/ 2	159/ 2	191/ 2	223/	255/ Y
THIRD MOLAR	48	32	032/ A	064/	096/	128/	160/	192/	224/	256/